



**Maryland State Athletic Directors Association  
(MSADA)**

**Policies, Operations, Procedures**

Revised 2023

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## **Foreword**

The MSADA Executive Council's main functions include, planning, policy making and implementation of the annual State Conference. The direct responsibilities of the Executive Council, in collaboration with the National Interscholastic Athletic Administrators Association (NIAAA), are managerial functions, appraisal, consideration, or evaluation in the best interest of the total membership.

In making plans, policies and procedures to harmonize with the MSADA Constitution and By-Laws, this manual will provide guidance and direction for the Executive Council and others who are charged with fulfilling the purposes of the Association.

The MSADA Constitution and By-Laws place specific administrative and managerial responsibilities on the Executive Council, as well as the legislative, administrative and managerial process of the membership.

## **Mission Statement**

The mission of the Maryland State Athletic Directors Association (MSADA) is to develop, enhance and promote the educational values of interscholastic athletics. The MSADA serves its members by providing resources to develop and enhance leadership skills and to offer opportunities for professional growth. Working under the direction of the NIAAA, the MSADA seeks to enhance the professional growth and development of current and aspiring athletic administrators in the State of Maryland.

## **Statement of Purpose**

The Maryland State Athletic Directors Association (MSADA) was founded in 1976 to provide a professional organization in Maryland for interscholastic athletic administrators. Interscholastic athletic programs continue to expand to the extent that an exchange forum is needed to professionally assist athletic administrators. The principal activities currently conducted by MSADA are the distribution of three issues of the newsletter, the planning and implementation of the state conference.

The services performed by the association include:

1. Professional development for athletic administrators
2. Positional statement on current athletic issues
3. Forum for exchange of professional literature and ideas
4. Public relations source for promotion of athletics
5. Promote ethical standards in interscholastic sports
6. Promote sportsmanship in athletics

The main sources of income for the MSADA are membership dues, professional and corporate sponsorships and conference exhibitors' fees. The association's chief expenses are graphic designing of the three newsletters, the association's liability insurance, the tax preparation, the conference, including the expenditures for the facilities, meals and services and the expenses for sending representatives to section and national professional conferences and meetings. The MSADA is dedicated to the improvement of interscholastic athletic programs in Maryland. We are a non-profit organization. Tax-exempt paperwork on file, available upon request.

# **Maryland State Athletic Directors Association Constitution**

## **Article I – Name**

The name of this Association shall be the Maryland State Athletic Directors Association.

## **Article II – Purpose**

The purposes of this Association shall be to:

1. Promote high standards of achievement and ethics in interscholastic athletics
2. Promote better public relations and sportsmanship between schools
3. Provide for an exchange of ideas and a better understanding of the administration of interscholastic athletics
4. Improve the educational aspects of athletics in the total educational program
5. Promote greater unity and fellowship among all members
6. Cooperate with the administrative head of each school in the organization, supervision and administration of the athletic program
7. Recognize athletic administrators at the local, state, and national level

## **Article III – Membership**

### **Section 1 – Eligibility**

The Association shall consist of all athletic directors and/or any other persons responsible for the administration of the athletic programs in the secondary schools in Maryland.

### **Section 2 – Associate Membership**

Associate memberships will be approved by the Executive Council. Annual dues will be set by the Executive Council and there will be no voting privileges assigned to these memberships.

### **Section 3 – Honorary Membership**

Honorary memberships may be voted by the Executive Council. There will be no fee and no voting privileges assigned to these memberships.

### **Section 4 – Applications**

Application for membership shall be made to the Executive Director and shall be considered active immediately upon acceptance of fee.

### **Section 5 – Dues**

Annual dues shall be set by the Executive Council each year and are payable prior to the State Conference.

### **Section 6 - Voting**

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

## **Article IV – Officers**

### **Section 1 – Officers**

The elected officers shall be the President, 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President. Term of office shall be two years for each office. In order to be elected 2<sup>nd</sup> Vice-President, a candidate must be a current school-based secondary school athletic administrator.

### **Section 2 – Board of Directors**

The Board of Directors shall consist of the three officers, the Secretary, the Executive Director, the Assistant Executive Director, the State Leadership Program Coordinators, the State Certification Programs Coordinator, the State Coaches Association Liaison and the immediate Past President.

### **Section 3 – Executive Council**

The Executive Council shall consist of the Board of Directors, the representatives from each district (13), the at-large representatives (3), the middle school representative and the retired athletic administrators representative.

#### Voting Members

- 1<sup>st</sup> and 2<sup>nd</sup> Vice-President (President may vote only to break a tie)
- Duly selected representatives from each of the 13 athletic districts in the state of Maryland
- Middle school representative
- Three at-large representatives (recommended by the Board of Directors and approved by the Executive Council)
- District, middle school, and at-large representatives must be current school-based secondary school athletic administrators
- Retired athletic administrators representative (recommended by the Board of Directors and approved by the Executive Council)

### **Section 4 – Duties of the President**

The President is an elected position. The term of office shall be two years. The President shall preside at all meetings. The President shall have the power to appoint special committees for the purpose of improving the objectives of the association. Upon completion of his/her term of office, he/she shall become an advisor to the Executive Council.

#### Association Meetings

- Sends meeting dates to Board of Directors and Executive Council
- Attends Board of Directors and Executive Council meetings
- Attends annual State Conference each April
- Organizes meeting agenda

#### Executive Council

- Oversees duties of 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President

- Oversees duties of District Representatives
- Assists Executive Director and Assistant Executive Director

#### Website Management

- Assist with updating website information

#### Publications

- Submits President's Message for newsletter publications

#### Financial Management

- Assist Executive Director with yearly budget
- Co-signs corporate sponsorship contracts

#### Conference Duties

- Greets exhibitors at State Conference
- Hosts General Session
- Hosts meal functions
- Attends hospitality room function
- Hosts Saturday morning breakfast
- Greets banquet attendees
- Hosts banquet
- Presents awards to award recipients
- Hosts Sunday morning breakfast

#### Committees

- Organizes committees as needed
- Oversees Strategic Planning Committee every five years

#### National Association Meetings (1<sup>st</sup> Delegate)

- Attends National Conference in December
- Attends and participates in the Delegate Assembly meeting in December
- Attends and participates in section meetings in June and December

#### Other Duties

- Perform other duties as requested by Executive Council

### **Section 5 – Duties of the 1<sup>st</sup> Vice-President**

The 1<sup>st</sup> Vice-President is an elected position. The term of office shall be for two years. The 1<sup>st</sup> Vice-President shall perform the duties of the President in his/her absence or inability to act. Upon completion of his/her term of office, he/she shall become the President of the association.

#### Association Meetings

- Attends Board of Directors and Executive Council meetings
- Attends State Conference each April

#### Organizes Conference Committees

- Registration committee
- Golf Outing Committee

#### Conference Duties

- Obtains topics and speakers for State Conference
- Organizes conference schedule

- Meets and welcomes speakers and presiders
- Arranges for door prize drawings at each workshop session
- Presents thank you gift to non-association speakers

#### Conference Speakers

- Obtains workshop speakers
- Obtains presiders for each workshop session
- Obtains speakers for general session
- Obtains banquet and breakfast speakers
- Obtains individual to give the invocation at banquet and breakfast
- Obtains master of ceremonies for the banquet

#### Correspondence

- Obtains biographical information for each speaker
- Provides biographical information to presiders
- Sends conference reminder to speakers and workshop presiders
- Sends thank you notes to speakers and workshop presiders

#### Publications

- Summits conference schedule for winter newsletter
- Summits conference summary for spring newsletter

#### Committees

- Represents Board of Directors at Maryland's NIAAA Student Athlete Essay Scholarship Committee meeting
- Organizes Scholarship Committee

#### National Association (2<sup>nd</sup> Delegate)

- Attends National Conference in December
- Attends and participates in the Delegate Assembly meeting in December
- Attends and participates in section meetings in June and December

#### Other Duties

- Perform other duties as requested by Executive Council

### **Section 6 – Duties of the 2<sup>nd</sup> Vice-President**

The 2<sup>nd</sup> Vice-President is an elected position. The term of office shall be for two years. The 2<sup>nd</sup> Vice-President shall perform the duties of the President and/or 1<sup>st</sup> Vice-President in his/her absence or inability to act. Upon completion of his/her term of office, he/she shall become the 1<sup>st</sup> Vice-President of the association.

#### Association Meetings

- Attends Board of Directors and Executive Council meetings
- Attends annual State Conference each April

#### Exhibitors (Vendors)

- Searches for new exhibitors
- Obtains exhibitors for State Conference

#### Exhibitor Records

- Maintains exhibitors' records - excel spreadsheet or hardcopy notebook
  - Company name
  - Company address



- Company telephone number
- Company fax number
- Company website
- Company representative
- Year company attended the conference
- Update exhibitors' mailing list – delete/add, as necessary.

#### Correspondence

- Establishes a timeline for contacting exhibitors
- Sends conference information to exhibitors
- 1<sup>st</sup> letter by June 1
  - Include registration application
  - Include optional meal function information
  - Include optional golf outing and golf hole sponsorship information
  - Include corporate sponsorship information
  - Include newsletter advertising information
  - 2<sup>nd</sup> letter by November 1
  - 3<sup>rd</sup> letter by January 15
  - Send confirmation information (including delivery and set up dates and times) by March 20
  - Send membership mailing list
  - Send thank you letter and survey by May 5
  - Sends exhibitors information and booth assignments to Executive Director

#### Website

- Sends weekly conference exhibitor list updates

#### Publications

- Sends conference exhibitor list for winter and spring newsletter publications

#### Conference Duties

- Organizes Exhibitors' Hall Committee
- Greets exhibitors at conference
- Organizes exhibitors' booths in Exhibitors' Hall
- Obtains exhibitors' door prizes
- Distributes handouts to exhibitors
  - Badges and attendance ribbons
  - Raffle tickets
  - Meal tickets
- Presents attendance plaques to vendors for 5, 10, 15, 20, 25, 30+ year attendance
- Announces major corporate sponsorships during conference and banquet

#### National Association (3<sup>rd</sup> Delegate)

- Attends National Conference in December
- Attends and participates in the Delegate Assembly meeting in December
- Attends and participates in section meetings in June and December

#### Other Duties

- Organizes and oversees election of 2<sup>nd</sup> Vice-President every two years

- Perform other duties as requested by Executive Council

### **Section 7 – Unexpired Terms of Office**

If any officer is unable to complete the elected term for any reason, the President will appoint a replacement until the next annual meeting. A special election will be held to elect the officer to complete the unexpired term during the annual meeting.

### **Section 8 – Duties of the Secretary**

The Secretary is a position recommended by the Board of Directors and approved by the Executive Council. The Secretary shall be the officer responsible for the recording of the proceedings of the association meetings.

#### Association Meetings

- Attends Board of Directors and Executive Council meetings
- Attends State Conference each April
- Records minutes for Board of Directors and Executive Council meetings
- Distributes minutes from each meeting in a timely manner

#### Conference Duties

- Assists with conference registration check in
- Records names and door prizes given out at conference

#### National Association (1<sup>st</sup> Alternate Delegate)

#### Other Duties

- Perform other duties as requested by Executive Council

### **Section 9 – Duties of the Historian**

The Historian is a position recommended by the Board of Directors and approved by the Executive Council. The Historian is responsible for maintaining chronological records, memoirs, biographies and material of such nature as deemed of historical significance to the MSADA. This shall include the recipients of any special awards made by the MSADA and the NIAAA.

#### Association Meetings

- Attends Executive Council meetings
- Attends annual State Conference each April

#### Conference Duties

- Obtains names and/or biographies from Awards Committee Chairperson or Executive Director for
  - District Athletic Director of the Year
  - Hall of Fame
  - Distinguished Service
  - Athletic Director of the Year
  - NIAAA Certificates of Merit – 15, 20, 25, 30, 35 years
  - NIAAA State Award of Merit
  - Others awards when necessary
- Prepares biographical information for State Conference banquet
- Introduces award recipients at State Conference banquet

#### Publications

- Writes articles for newsletter, if possible

#### National Association

- Attends National Conference in December, if possible

- Applies for national committee membership, if possible
- Write articles for national magazine, if possible

#### Other duties

- Perform other duties as requested by Executive Council

### **Section 10 – Duties of the District/At-Large/Middle School/Retired Representatives**

These representatives are volunteer positions. The Executive Council shall consist of an active school-based athletic administrator representative from each of the 13 athletic districts in the state, three at-large positions (active school-based athletic administrators), a middle school athletic administrator and one retired athletic administrator.

#### Association Meetings

- Attends Executive Council meetings
- Sends representative to attend any meeting representative cannot attend
- Attends State Conference each April

#### District Representative Duties

- Contacts all athletic directors in league/district at least once during the school year
- Communicates with new athletic administrators about the Mentorship Program
- Offers assistance as a source of help and information
- Explains importance of:
  - MSADA membership
  - NIAAA membership
  - Attending the State and National Conference
  - Taking Leadership Training Courses
  - Becoming certified athletic administrator
- Recommend websites
  - [www.niaaa.org](http://www.niaaa.org)
  - [www.msada-md.org](http://www.msada-md.org)
  - [www.mpssaa.org](http://www.mpssaa.org)
  - [www.iaamsports.org](http://www.iaamsports.org)
  - [www.miaasports.net](http://www.miaasports.net)
  - [www.nfhslearn.com](http://www.nfhslearn.com)
  - other appropriate league/organization websites

#### Awards

- Submits district's selection for District Athletic Director of the Year at the January meeting  
**(An attempt to have district members vote for the winner must be attempted by e-mail-or at a meeting. Only if no responses have been received should the representative select a winner without direct input from the district members.)**
- Provides names for other MSADA awards, if possible
  - Hall of Fame
  - Distinguished Service – outside the field of athletic administration/coaching
- Provides names for NIAAA awards, if possible
  - NIAAA State Award of Merit

- NIAAA Distinguished Service
- NFHS Citation
- Frank Kovaleski Award

#### Publications

- Obtains information from district for newsletter publications
- Writes articles for newsletter, if possible

#### National Association

- Attends National Conference in December, if possible
- Apply for national committee membership
- Write articles for national magazine, if possible

#### Other Duties

- Sends out additional information to all athletic directors in district when necessary
- Serve on MSADA committees
- Perform other duties as requested

#### Retired Representative Duties

- Contacts retired athletic directors, public and private, at least once during the year
- Communicates with new retirees regarding membership opportunities
- Share information regarding retired members within the MSADA and the NIAAA
- Offers assistance as a source of help and information

### **Section 11 – Duties of the Executive Director**

The position is an appointed position by the Board of Directors. This position provides organizational continuity, preserves the historical integrity of the organization, provides a consistent resource base, fosters strong partnerships with other state associations, provides a focused communication center and provides necessary support services.

#### Association Meetings

- Attends Board of Directors and Executive Council meetings
- Advises and assists Board of Directors and Executive Council
- Attends annual State Conference each April

#### Correspondence

- Maintains contact information for all state athletic administrators
- Maintains contact information for exhibitors' representatives
- Maintains contact information for section and national representatives
- Responds to all correspondence and refers matters to Board of Directors and/or council when appropriate
- Contacts sites for all meetings, in conjunction with the President

#### Conference Management

- Contacts State Conference site
- Coordinates all meal functions, meeting rooms, lodgings with hotel
- Coordinates any functions outside the hotel
- Orders tickets, badge holders, conference gifts, etc.
- Orders award plaques
  - District Athletic Director of the Year
  - Hall of Fame

- Distinguished Service
- Athletic Director of the Year
- Other specialized awards
- NIAAA Certificates of Merit – 15, 20, 25, 30, 35+ years
- NIAAA State Award of Merit
- Orders publications for registration packets
- Oversees conference registration
- Makes attendee registration packets
- Notifies newspapers, principals and supervisors of award recipients

#### Financial Management

- Helps create and manage budget
- Maintain banking accounts
- Collects monies
- Renews yearly liability insurance policy
- Files annual taxes with CPA
- Makes payment of bills and invoices
- Maintains financial records

#### Publications

- Serves as a member of “Policy and Procedures Manual” revision committee
- Provides “NIAAA News” for each newsletter
- Oversees seasonal newsletter preparation
- Assists graphics designer and printer with newsletter and other publications
- Obtains conference program information
- Updates banquet program information
- Have conference programs printed

#### Membership

- Sends out membership dues notification using online platform and/or USPS
- Oversees collection of membership dues
- Maintains state and national membership records

#### Sponsorships

- Maintains contact between association and major corporate sponsors
- Co-signs corporate sponsorship contracts

#### Maintain Alliances

- National Interscholastic Athletic Administrators Association
- National Federation of State High School Associations
- National Executive Directors’ Council
- Maryland Public Secondary Schools Athletic Association
- Interscholastic Athletic Association of Maryland
- Maryland Interscholastic Athletic Association
- Independent Schools of Maryland
- Other state athletic associations

#### Website Management

- Assists with updating website information

#### National Association (4<sup>th</sup> Delegate)

- Attends National Conference in December
- Attends and participates in the Delegate Assembly meeting in December
- Attends and participates in section meetings in June and December
- Attends National Executive Directors’ Council meetings

- Attends State Liaison meeting at National Conference
- Compiles information for NIAAA Student Athlete Essay Scholarship
- Orders awards for state NIAAA Student Athlete Essay Scholarship recipients
- Collects and disseminates all information distributed by NIAAA regarding national awards

#### Other Duties

- Perform other duties as requested by Board of Directors and or Executive Council

### **Section 12 – Duties of the Assistant Executive Director**

The Assistant Executive Director is an appointed position by the Board of Directors. The Assistant Executive Director shall perform the duties of the Executive Director in their absence or inability to act. The Assistant Executive Director shall assist the Executive Director in any matters necessary. In addition, the Assistant Executive Director will perform the additional duties listed below.

#### Association Meetings

- Attends Board of Directors and Executive Council meetings
- Advises and assists Board of Directors and Executive Council
- Attends annual State Conference each April

#### Executive Director Assistance

- Assists with conference and section arrangements
- Assists with newsletter information
- Assists with form distribution, completion and collection

#### Monitor Website

- Assists with the website updates

#### Leadership Training Institute

- Sends information/registration forms to District Representatives and neighboring states
- Submits information/registration forms for newsletter and website publication
- Attends Institute and helps with registers site registration of attendees

#### Financial Management

- Assists Executive Director with yearly budget

#### National Association (5<sup>th</sup> Delegate)

- Attends National Conference in December
- Attends and participates in the Delegate Assembly meeting in December
- Attends and participates in section meetings in June and December
- Attends National Executive Directors' Council meetings
- Attends State Liaison meeting at National Conference
- Attends National Executive Directors' Council meetings in December

#### NIAAA/MSADA Membership

- Heads the committee responsible for increasing NIAAA/MSADA membership
- Contacts private schools, middle schools, non-member high schools, college students, university/college athletic directors and professors about the benefits of joining both associations.

#### Officer Election

- Assists with the election of 2<sup>nd</sup> Vice-President every two years

#### Other Duties

- Review duties of District Representatives at the first Executive Council meeting each year

- Perform other duties as requested by Board of Directors and or Executive Council

### **Section 13 – Duties of the State Leadership Training Institute (LTI) Coordinators**

It is recommended that each state appoint the State Leadership Training Coordinators. The individuals selected should have CMAA certification. The individuals should work closely with the state Certification Coordinator to promote the NIAAA Professional Development Program to schools, department of education, superintendents, principals and school board associations. It is recommended that this individual be a member of the Executive Council. The State Leadership Training Coordinators will:

#### Association Meetings

- Attends Board of Directors and Executive Council meetings
- Advises and assists Board of Directors and Executive Council
- Attends annual State Conference each April

#### National Association

- Attends National Conference in December
- Attend State Leadership Training Institute Coordinators national meetings
- Assist in developing Leadership Training Institute national presentation faculty
- Serve as a member of State’s Professional Development Committee
- Communicate to the national office using proper forms those who successfully complete LTI courses Within their state association
- Address all financial aspects of offering the program.
- Identify courses to be taught in the state once approval is gained from the NIAAA.
- Identify/recommend certified state presenters.
- Process orders for LTI course materials utilizing appropriate forms.
- Keep records of state LTI course offerings and attendance.
- Prepare state-specific information for inclusion in LTC 500 level
- Promote leadership training with an “update corner” for state newsletter and web page
- Inform Coordinators/Executive Directors/Supervisors about Leadership Training Programs and Certification updates
- Encourage all “new” athletic administrators in the state to obtain national certifications
- Partner with state Certification Coordinator to have leadership training programs recognized by the State Department of Education for continuing education units (CEU)
- Promote LTI program to state superintendent, local principals and school board associations. The promotion justification for certificate renewal and salary enhancement may include:
  - Articles in state publications that validate NIAAA Certification and Leadership Training Institute
  - Professional development presentations at principal and school board conferences
  - Direct communications to building and district administrators that encourage local support for participation in NIAAA programs of professional development
- Submit nominees for Anderson-Belinko Professional Development Award to Awards Committee

#### Other Duties

- Perform other duties as requested

### **Section 14 – Duties of the State Certification Program Coordinator**

It is recommended that each state appoint the state Certification Coordinator. The individual selected should have CMAA certification. The individual should work closely with the State Leadership Coordinators to promote the NIAAA Professional Development Program to schools, department education, superintendents, principals and

school board associations. It is recommended that this individual be a member of the state's Executive Council. The state Certification Coordinator will:

#### Association Meetings

- Attends Board of Directors and Executive Council meetings
- Advises and assists Board of Directors and Executive Council
- Attends annual State Conference each April

#### National Association

- Serve as a member of state's Professional Development Committee
- Attends National Conference in December
- Return test sanction form, with dates, sites, and times for Certified Athletic Administrators examination to the NIAAA office before November 1 and/or May 1
- Be a Certified Test Administrator (CTA)
- Recruit CTAs from each region of their state and ensure that test is administered at least once in each region during the year
- Coordinate return of all test materials to national office on day of exam completion or in a timely manner

#### State Association

- Promote certification with an "update corner" in the newsletter and web page
- Encourage all "new" athletic administrators in the state to obtain national certifications
- Partner with State Leadership Training Coordinators to have leadership training and certification programs recognized by State Department of Education for Continuing Education units (CEU)
- Promote certification to state superintendent, local principals and school board associations. The promotion justification for certificate renewal and salary enhancement may include:
  - Articles in state publications that validate NIAAA Certification and
  - Leadership Training Institute
  - Professional development presentations at principal and school board conferences
  - Direct communications to building and district administrators that encourage local support for participation in the NIAAA programs of professional development

#### Other Duties

- Perform other duties as requested

## **Article V – Executive Council**

### **Section 1 – Membership**

The Executive Council shall be composed of all duly elected and appointed officers and Board of Directors each having one vote on all legislative matters, as specified in Article IV.

### **Section 2 – Legislative Action**

The Executive Council shall act on all matters pertaining to membership and legislation in accordance with the Constitution.

### **Section 3 – Quorum**

A quorum shall consist of two-thirds of the Executive Council voting membership ~~who are present~~ and any action taken shall be based on simple majority vote.



#### **Section 4 – Unexpired Terms of the Board of Directors**

If a Board of Directors' member is unable to complete their term of office for any reason, the Board of Directors will select a replacement.

### **Article VI – Meetings**

#### **Section 1 – Annual Meeting**

The Annual Meeting shall be held each year at the MSADA State Conference.

#### **Section 2 – Special Meetings**

Special meetings may be called by the President, subject to the approval by the Board of Directors. Special meetings may also be called by simple majority vote of the Executive Council.

### **Article VII – Elections**

#### **Section 1 – Elections**

All regular elections shall be held at the MSADA State Conference as a part of the Annual Meeting.

#### **Section 2 – Preparation of the Ballot**

The 2<sup>nd</sup> Vice-President shall prepare the ballot. The Assistant Executive Director shall tabulate the results.

#### **Section 3 – Nominations from the Floor**

Nominations to the proposed ballot may also be made from the floor by any voting member.

#### **Section 4 – Issuing of Ballot**

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

#### **Section 5 – Effective Date of Office**

All newly elected officers are to take office as of the date of election to office. Installation of newly elected officers will take place at the end of the MSADA State Conference.

### **Article VIII – Committees**

Each committee will submit an annual report of its proposed and completed activities to the Executive Council. The committee members must be from separate districts of the Executive Council.

#### **Section 1 – Finance Committee**

The Finance Committee shall be chaired by the Executive Director and consist of the Board of Directors of the Association and two members of the Executive Council. The Finance Committee will be tasked with preparing, submitting, and reviewing the budget at the annual meeting.

#### **Section 2 – Awards Committee**

The chairperson of the Awards Committee will be recommended by the Board of Directors and approved by the Executive Council. The Committee will review nominations and make recommendations for recipients based on guidelines established by the Executive Council.

### **Section 3 – Scholarship Committee**

The chairperson of the Scholarship Committee will be recommended by the Board of Directors and approved by the Executive Council. The Committee will review the eligible applications for the NIAAA Student Athlete Essay Scholarship and select two students (one female and one male) to represent the state of Maryland.

### **Section 4 – Mentoring Committee**

The chairperson of the Mentoring Committee will be recommended by the Board of Directors and approved by the Executive Council. The Committee will promote outreach and assistance to new and aspiring athletic administrators.

### **Section 5 – Standing Committees**

Standing committees may be

### **Section 6 – Special Committees**

A committee appointed by the President and approved by the Board of Directors with a specific goal and a clearly defined and dated.

## **Article IX – Review and Submitting Amendments**

### **Section 1 – Review of Constitution and By-Laws**

The Constitution and By-Laws of this Association shall be reviewed biannually in conjunction with elections.

### **Section 2 – Submitting Amendments**

A member in good standing may submit amendments, in writing, to the Board of Directors 60 days prior to the Annual Meeting. Upon recommendation of the Board of Directors the proposed amendments shall be made available to the members 15 days prior to the meeting. Approval of amendments requires a two-thirds affirmative vote of members present.

# **By-Laws**

## **Article I – Order of Business**

The order of business of this Association shall be:

- Roll Call
- Reading and adoption of the Minutes
- Reading and adoption of the financial report
- Report of Board of Directors
- Report of Executive Council members
- Report of Committees
- Unfinished Business
- New Business
- Adjournment

## **Article II – Parliamentary Procedure**

Robert's Rules of Order will be observed.

## **Article III – Quorum**

A quorum of one-fifth of the registered members present at the MSADA State Conference is required to conduct business of this association.

# Annual Expenses

## Income

- Memberships dues
- Professional sponsorships
- Exhibitors' registration fees
- Conference registrations
- Corporate sponsorships
- National Association donations

## Expenses

- Executive Council and Board of Directors meeting meals
- Website
- Newsletter graphics
- State Conference
  - Badges and ribbons
  - Gifts and favors
  - Program set-up and printing
  - Awards
  - Speakers
  - Leadership Training Courses
  - Golf outing (if scheduled)
  - Seafood meal (if scheduled)
  - Hospitality room supplies
  - Site (room set-up, meals)
- Scholarships
- Office supplies and postage
- Miscellaneous expenses

## Sectional Expenses

- Delegate attendance at the Summer Meeting
- Donation to Regional/Sectional Delegate-at-Large Campaign

## NIAAA Expenses

- State membership dues
- State door prize and pins
- Endowment Fund donation
- National Initiative and Assistance Network Annual Charity Donation
- Delegates attendance at the Summer Section Meeting
- Delegates attendance at National Conference
- Leadership Training Course Coordinators Meetings
- Executive Directors' Summer Summit Meeting

## **Travel Expenses**

### **National Athletic Directors Conference (NADC)**

The MSADA will pay for travel and lodging for all State Delegates and State Leadership Training Institute Coordinators and State Certification Coordinator to attend the National Conference.

### **NIAAA Summer Section Meeting**

The MSADA will pay for travel and lodging of the State Delegates to attend the Summer Section Meeting.

### **National Executive Directors' Council Summer Summit**

The MSADA will pay for travel and lodging for the Executive Director to attend the National Executive Directors' Council Summer Summit.

### **State Leadership Training Institute and Certification Coordinators Meeting**

The MSADA will pay for the travel and lodging for the State Leadership Training Institute Coordinators and the State Certification Coordinator to attend the NIAAA Coordinators Meeting.

## **Additions Expenses**

The President shall send correspondence in memory of deceased Athletic Directors.

The MSADA scholarships awarded to the children of two active athletic administrator members is \$500 each. The children must be enrolled or enrolling in the upcoming year in a post-secondary school.

A \$500 scholarship will be awarded by the MSADA to the two winners of the NIAAA Student Athlete Essay Scholarship.

Retired Athletic Administrators will operate the 50/50 Raffle at the State Conference Banquet.

# Calendar

Membership payments continues year round

## July

- Deadline for submitting nomination forms for NIAAA Hall of Fame
- Begin update of records and databases for upcoming year
- Prepare yearly budget
- National Executive Directors' Summer Summit Meeting

## August

- Board of Directors Meeting

## September

- Identify new state athletic directors
- Renew NIAAA State Organizational Membership for upcoming year
- State Leadership Training Institute and Certification Coordinators Meeting

## October

- Executive Council Fall Meeting
- Disseminate information for submitting nominations for MSADA and NIAAA awards
  - MSADA District Athletic Director of the Year Award
  - MSADA Hall of Fame Award
  - MSADA Distinguished Service Award for someone outside Athletic Administration
  - MSADA Certificate of Appreciation
  - Frank Kovalesky Professional Development Award
  - NIAAA Bruce D. Whitehead Distinguished Service Award
  - National Federation Distinguished Service Citation
- District Representatives should make contact with all athletic directors
- Submit information for MSADA Fall Newsletter
- Identify State Delegates to NIAAA Delegate Assembly
- State President responds to attending State Presidents' NIAAA Breakfast

## November

- Board of Directors Meeting
- Send out Fall Newsletter

## December

- National Athletic Directors Conference
  - Attend Section meeting
  - Attend Delegates Meeting
  - Attend State Leadership Training Institute and Certification Coordinators meetings
  - Attend National Executive Directors' Council meeting
  - Attend NIAAA Committee and State Committee Representative meetings
  - Participate in State Door Prize Give Away
- Apply for CAA Exam if hosting an exam January through June
- Deadline for State Leadership Training courses for following calendar year

## January

- Executive Council Winter Meeting
- Finalize State Conference schedule, workshops and speakers
- Present District Athletic Director of the Year Award nominees

- Set Up Awards and Scholarship Committees for March Executive Council Meeting
- Submit information for MSADA Winter Newsletter
- E mail NIAAA Student-Athlete Scholarship Information to state athletic administrators
- Exhibitors conference registration begins
- Submit State Award of Merit candidate's name and information to the NIAAA
- Order conference gifts

### **February**

- Board of Directors Meeting
- Send out Winter Newsletter
- Begin communications with the conference site
- Deadline for NIAAA Student-Athlete Scholarship
- Applications for Hall of Fame nominations are due
- All District Athletic Directors Award recipients' applications are due
- Attendee conference registration begins

### **March**

- Executive Council Spring Meeting
- Biographical sketch and resumes for Hall of fame nominations are due
- Applications and resumes for Distinguished Service Award nominations are due
- Select Distinguished Service Award recipients
- Select Hall of Fame Recipients
- Select Athletic Director of the Year
- Order awards for state conference
- Select state's NIAAA Scholarship recipients Scholar-Athletes
- Order NIAAA Scholarship plaques from NIAAA vendor
- Request NIAAA 15, 20, 25, 30, 35+ Certificates of Appreciation/Service for eligible athletic administrators
- Continue to communicate with the conference site

### **April**

- Finalize all conference site arrangements
- State Conference
- Post-conference Council Meeting
- Nomination of State Award of Merit recipient
- Deadline for submitting nomination forms for NIAAA Bruce D. Whitehead Distinguished Service and NFHS Citation Awards
- Submit State Delegates to NIAAA Section Director
- Register for NIAAA Section Meeting

### **May**

- Submit information for MSADA Spring Newsletter
- Send out "Thank You" to conference instructors, speakers, exhibitors and sponsors]
- Submit NIAAA Scholarship candidates and Frank Kovalesky nomination to NIAAA Section Director
- Update State Leadership Directory for NIAAA

### **June**

- Spring Newsletter
- Submit NIAAA State Award of Merit nominations
- Vote State Award of Merit for following year
- Apply for CAA Exam if hosting an exam July through December
- NIAAA Sectional Meeting

# Awards

## State Awards

### MSADA Certificate of Appreciation

- Presented by the Executive Council's District Representatives to those individuals who have contributed to the athletic programs in their district.

### MSADA District Athletic Director of the Year

- Must be a current member of MSADA
- Shall have made a significant impact on the lives of students
- Shall have used athletics to achieve progress in the social and cultural environment of the school and the community
- Nominations are due by the January Executive Council meeting and applications are due by February 1<sup>st</sup>

### MSADA Hall of Fame

- Must be a retired member of the MSADA
- Presented to past athletic administrators for their outstanding contribution to athletics.
- Nomination applications are due by February 1<sup>st</sup>
- A biographical sketch and a resume of their contributions and services to interscholastic athletics are due by March 1<sup>st</sup>

### MSADA Distinguished Service Award

- Presented annually to individuals outside the field of athletic administration in recognition of their length of service, special accomplishments and contributions to interscholastic athletics at the local, state and/or national levels.
- Nomination applications, a biographical sketch and a brief resume their contributions and services to interscholastic athletics are due by March 1<sup>st</sup>

### MSADA Athletic Director of the Year

- Nominees must meet all of the District Athletic Director of the Year criteria.
- Nominees must have been a District Athletic Director of the Year during one of the past three years.

### Anderson-Belinko Professional Development Award

- Presented to those who possess and contribute to the vision of Professional Development. The award is presented to an MSADA member who has made significant contributions and demonstrated excellence in the area of professional development.
- The recipient is recommended by the Leadership Training Institute Coordinators.



## National Awards

### Certificate of Appreciation

- Presented to active athletic directors who have served 15, 20, 25, 30 and 35+ years and are members of NIAAA. The nomination form will be submitted by the Executive Director/NIAAA State Liaison by March 5<sup>th</sup>

### Thomas E. Frederick Award of Excellence

- Presented annually to an NIAAA member to honor, in perpetuity, Mr. Frederick's invaluable contributions to the NIAAA. The NIAAA will annually select and honor from within the membership, an individual whose loyalty to this Association and contributions to our profession represents excellence in achievement for this prestigious award.

### State Award of Merit

- Presented to a deserving NIAAA member in each state in an effort to bring national recognition, the NIAAA expanded the awards program to include a State Award of Merit. Each state's athletic director's association determines its own selection process as well as the time and place of presentation. The recipient must be an MSADA and NIAAA member who has demonstrated contributions to interscholastic athletics at both the local and state levels. The nomination form with photograph is due to the NIAAA no later than October 1st.

### Award of Merit

- Presented to an individual who has shown outstanding leadership in athletic administration or related areas. This award is the NIAAA's most prestigious interscholastic award presented at the discretion of the NIAAA Board of Directors. Due to NIAAA State Liaison by October 1st.

### Bruce D. Whitehead Distinguished Service Award

- Presented to a limited number NIAAA members each year in recognition of their length of service, special accomplishments and contributions to athletic administration at the local, state, and national levels. Nominations are due to the NIAAA by April 1<sup>st</sup>.

### NFHS Citation

- Presented to individuals associated with categories of professionals who have made significant contributions to the NFHS and/or other national organizations which have impacted high school activities. The nomination form is due to the NIAAA by April 1<sup>st</sup>.

### Frank Kovalski Professional Development Award

- Presented to a recipient who possesses and has contributed to the vision of Professional Development. The award is presented annually to an NIAAA member who has made significant contributions and demonstrated excellence in the area of professional development at both the state and national levels. Due to NIAAA State Liaison by April 30<sup>th</sup>.

### Hall of Fame

- The NIAAA Hall of Fame is organized as a means of recognizing interscholastic athletic administrators, promoting the vocation of athletic administration and preserving the heritage of the profession. This national recognition is the highest honor an athletic administrator can have bestowed upon them from

the NIAAA for his/her contributions and accomplishments. Nominations/Criteria Nominations for the NIAAA Hall of Fame may be made by individuals who are current NIAAA members or State Athletic Administrator Associations. A state athletic administrator association may nominate only one person in each category annually. Posthumous nominations will be accepted. There are two categories of nominees: Athletic Administrator – majority of school athletic administration career was after 1977 and Legacy Athletic Administrator – majority of school athletic administration career was prior to 1977. Application form are available on the NIAAA website and are due by July 1<sup>st</sup>

### **Quality Program Award**

- The National Interscholastic Athletic Administrators Association has developed a suggested set of measurement criteria that high school athletic administrators may use to assess the current status of their athletic program. For this purpose, ten assessment categories have been identified to recognize outstanding high school athletic programs at the exemplary level.