



Vermont State Athletic Directors' Association

Constitution and By-laws

Warning

The VSADA Executive Committee has recommended amendments to the VSADA constitution and to the executive committee job descriptions. The VSADA membership vote on the amended constitution and amended job descriptions will take place on Tuesday, March 27th, 2012 during VSADA business meeting (between 10:15 am and 12 pm), at the Sheraton Hotel of Burlington.

Revised 01/25/12

Adopted: 3/27/12

Amendment: 3/27/12

**VERMONT HIGH SCHOOL
ATHLETIC DIRECTORS' ASSOCIATION**

CONSTITUTION

Revised: January 25th, 2012

Adopted: 3/27/12

Article I NAME

The name of this organization shall be the Vermont State Athletic Director's Association (VSADA)

Article II MEMBERSHIP AND DUES

1. The membership of the association shall be open to any Athletic Administrator in the state of Vermont who has been appointed by his/her local school board, superintendent and/or principal, or pertinent authority, for the specific purpose of administering the interscholastic athletic program.
2. Each member school shall be entitled to one vote.
3. Dues shall be set annually by vote of the membership
4. Non-voting associate memberships and college athletic director memberships shall be accepted and are welcomed. Dues shall be set annually by vote of the membership.

Article III PURPOSE

The purpose of this organization shall be:

1. To assist and cooperate with the Vermont Principals' Association (VPA)
2. To improve athletic understanding and relationships throughout the high schools within the state of Vermont.
3. To foster a high standard of achievement, professional proficiency and ethics.
4. To develop greater unity, uniformity and fellowship among all members.
5. To improve the articulation of interscholastic athletics in the total educational program.
6. To present an opportunity for an exchanging of ideas on mutual problems and practices.
7. To recognize that the administrative head of the school is held ultimately responsible in all matters pertaining to interscholastic athletic activities involved in his/her school.

8. To promote athletic interest of students among school systems.

Article IV OFFICERS, DUTIES, AND ELECTIONS

1. The officers of the association shall be a President, a President-Elect, an Executive Director, a Secretary, a Treasurer.
2. Duties of the President – The President shall preside at all meetings of the association as chief executive officer. He/she shall have the power to appoint special committees (specific duties listed under executive committee job descriptions).
3. Duties of the President-Elect – The President-Elect shall assume the duties of the President in his/her absence or in his/her inability to act. He/she shall assist the President in any matter necessary (specific duties listed under executive committee job descriptions).
4. Duties of the Executive Director - The Executive Director shall be advisor to the executive board as to promote continuity among the organization (specific duties listed under executive committee job descriptions)
5. Duties of the Secretary – The Secretary shall be the chief correspondence officer responsible for all such records and proceedings of the association. He/she shall be responsible for notices, publications, reports, and other items necessary for proper operation of the association (specific duties listed under executive committee job descriptions).
6. Duties of the Treasurer – The Treasurer shall be responsible for receipt and disbursement of funds as authorized by the Executive Committee. Accurate records are to be kept subject to an annual audit by the auditing committee. A financial report shall be given as routine order of business at all open meetings. He/she shall be duly responsible for membership and membership records (specific duties listed under executive committee job descriptions).
7. Election of Officers – All officers shall be appointed by the executive board and elected by majority vote of the association at the annual May meeting for a term of two years. Officers may succeed themselves in office but for no more than two additional years.
8. Officers may be removed from office by a two-thirds majority vote of the membership.

Article V THE EXECUTIVE COMMITTEE

1. Membership – The Executive Committee shall be composed of appointed officers, as approved by majority vote of the membership, specified in Article IV and the Past President, the National Interscholastic Athletic Administrators' Association (NIAAA) Liaison, the Leadership Training Courses (LTC) Coordinator and the Coaching Education (NFHS) Coordinator. Each member shall have one vote.
2. Duties –
 - a) To appoint all standing committees.
 - b) To prepare an agenda for each meeting.

- c) To call special meetings when the need arises.
 - d) To originate and appoint all special committees or act as one themselves.
 - e) To prepare the annual budget.
3. Meetings – The Executive Committee may be convened at the request of the President or by the majority vote of the Executive Committee. The Executive Committee should meet prior to each regular meeting and the annual meeting.
 4. Quorum – A quorum shall consist of no less than five members of the Executive Committee and any action shall be based on a simple majority vote.
 5. Term – The term of office of the Executive Committee begins at the time of election at the annual May meeting and terminates at such time as a new committee is elected.

Article VI MEETINGS

1. Annual Meeting – The annual meeting shall be held in May of each year at a time and place determined by the Executive Committee.
2. Regular Meetings – Regular meetings shall be held in September, November, January, and March at a time and place to be determined by the Executive Committee.
3. Special Meetings – Special meetings may be called by a majority vote of the Executive Committee.

Article VII COMMITTEES

Committees shall be formed as deemed necessary by the Executive Committee. The following may be used as a guide.

1. Nominating Committee
2. Auditing Committee
3. Membership Committee
4. Liaison Committee
5. Public Relations Committee
6. Professional Development Committee
7. Welfare Committee
8. Higher Education Committee

Article VIII AMENDMENTS

1. Amendments to the constitution shall be by referendum vote of the members present at the annual meeting.
2. All amendments may be proposed by the Executive Committee or by petition of seven active members to the Executive Committee at least sixty (60) days prior to the annual meeting.

The proposed amendment(s) must be mailed (or emailed) to all members at least thirty (30) days prior to the annual meeting.

Article IX ADOPTION

The Constitution of the Vermont High School Athletic Directors' Association shall be adopted by a majority vote of the members present at a meeting called for this purpose.

Article X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Association may adopt.