



PART 11 #5 61-1-35371

PREFACE

This document, known as the KHSADA Policies-Operations-Procedures Manual ("POP" Manual), has been developed to act as a guide for the officers and members of the Board of Directors. It is the hope of the Policy Committee that this manual will answer any and all questions concerning the KHSADA.

The Policy Committee most graciously acknowledges the NIAAA and the VSHSADA "POP" Manuals, which served as valuable resources in the preparation of this manual.

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Revised 2010

UPDATED NOVEMBER 2014

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KENTUCKY HIGH SCHOOL ATHLETIC DIRECTORS' ASSOCIATION, INC.

OFFICERS AND BOARD OF DIRECTORS

POLICIES-OPERATIONS-PROCEDURES
MANUAL

FORWARD

The KHSADA Officers and Board of Directors' main functions include planning, policy making, and implementation of annual meeting directed responsibilities, executive & managerial functions, and appraisal, consideration, or evaluation in the best interest of the total membership.

In making plans, policies, and procedures to harmonize with the KHSADA by-laws, this manual will provide guidance and direction to the Officers, the Board of Directors, and others who are charged with fulfilling the purposes of the Association.

The KHSADA by-laws place specific administrative and managerial responsibilities on the Officers and Board of Directors, as well as on the legislative, administrative, and managerial process of the membership.

THE FORMATION
OF THE
KENTUCKY HIGH SCHOOL ATHLETIC DIRECTORS' ASSOCIATION, INC.

Paul M. Young of St. Xavier High School in Louisville and Andy Hopkins of the Fayette County School System in Lexington formed the KHSADA in 1971. They attended the National Athletic Directors' Conference in Columbus, Ohio. Upon returning to Kentucky, they began organizing the Association. Small organizational meetings were held with the first statewide meeting on April 12, 1973 at St. Xavier High School. At the end of the first year, there were twenty-seven (27) charter members. Andy Hopkins was elected as the first president.

In June of 1975, Paul Young, Andy Hopkins, George Kok, and Jim Watkins met at Southern High School in Louisville to develop the KHSADA Constitution and By-laws.

The first (1976) spring business/election meeting was held in Louisville during the Boys' State Basketball Tournament. In 1977, the first state conference was held in Clarksville, Indiana with a total attendance of 30 athletic directors and 3 exhibitors. The conference directors were George Kok of Pleasure Ridge Park High School and Jim Watkins of Southern High School. In the spring of 1977, the first State Athletic Director Newsletter (the Kentucky Kommunikator) was published by Fr. Harry Jansing. In 1978, the newsletter title was changed to "Athletic Directions", and Jim Watkins assumed the duty of publisher.

In December of 1978, the KHSADA hosted the National Athletic Directors Conference. At that time, it was the largest conference attendance (900) on record.

On September 27, 1984, the Kentucky High School Athletic Directors' Association was incorporated--the first state athletic director association in the country to accomplish this task.

The first Athletic Director of the Year Award went to George Kok in 1975. In 1987, the KHSADA and the Pepsi-Cola General Bottlers of Kentucky formed a partnership to establish a scholarship program for the Athletic Director, Coach, and Male & Female Scholar/Athlete of the Year Awards. These distinguished awards are given annually by the KHSADA and Pepsi-Cola along with a \$1000 scholarship. In 2000 Pepsi-Cola ended their sponsorship and the KHSCA partnered with the KHSADA until 2010 when the program became fully funded by the KHSADA on an annual basis.

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KENTUCKY HIGH SCHOOL ATHLETIC DIRECTORS' ASSOCIATION, INC.

01.0 By-Laws
Revised 2014

ARTICLE I - NAME

The name of the corporation shall be Kentucky High School Athletic Directors' Association, Inc.

ARTICLE II - PURPOSE

1. To develop a professional image for the Directors of Athletic programs throughout the State.
2. To coordinate and constantly upgrade a more widespread competitive interscholastic program for both girls and boys.
3. To improve athletic understanding and relationships throughout Kentucky.
4. To develop a closer, more professional, working relationship with the Kentucky High School Athletic Association.
5. To establish and maintain a working relationship with related professional groups, i.e. KASSP, KAHPER, KASA, KEA, NCSSAD, NIAAA, the NFHS, and KHSAA member schools.
6. To improve the educational aspects of interscholastic athletics in the total educational program.
7. To create better unity and communication among all members.
8. To cooperate with the administrative head of the high school in organization, supervision, and administration of the interscholastic athletic program.
9. To initiate higher standards of professional proficiency and ethics.
10. To provide a forum to exchange ideas and assimilate information related to all areas of athletics.

ARTICLES III - OFFICERS AND DIRECTORS

Section 1 - Officers

The officers shall be president, president-elect, past president, secretary, treasurer, and executive director. Each officer position is for a 2-year term. The positions of secretary and treasurer are appointed by the president.

Section 2 - Duties of the President

The President shall preside at all meetings of the corporation as the Chief Executive Officer. He/she shall have the power to appoint committees for the purpose of improving the objectives of the corporation and any acts allowed by KRS Chapter 273.

Section 3 - Duties of the President Elect

The President Elect shall perform the duties of the President in his/her absence and shall assist the President in any matters that are assigned to him/her. The President Elect shall be responsible for conducting the first time attendees meeting during the annual conference. The President Elect shall be responsible for presenting certificates of appreciation to outgoing Board of Directors and Committee members.

Section 4 - Duties of Past President

The Past President shall act as an advisor to the President, act as Parliamentarian, chair the Nominating Committee, and work closely with the State NIAAA Liaison to coordinate state and national functions. The Past President shall work with the Legislative Committee in reviewing the By-laws and POP Manual when necessary for revision. The Past President shall be responsible for the orientation of new board members, including making sure that they have a copy of the By-laws and POP Manual. The Past President shall oversee the election of the Board.

Section 5 - Duties of the Secretary

The Secretary shall be the chief correspondence officer responsible for all records and proceedings of the corporation. He/she shall be responsible for notices, publications, reports, and other necessary items for proper operation of the association.

Section 6 - Duties of the Treasurer

The Treasurer shall be the chief financial officer for receipt and disbursement of funds and keep accurate records, which are subject to annual audit by the Auditing Committee. A financial report shall be given as routine order of business at all open meetings.

Section 7 - Directors

There shall be eighteen (18) directors, one from each of the sixteen (16) athletic regions of the State and one from Regions 1 through 8 and one from Regions 9 through 16. This Board shall displace by election, only one-half of its members at the annual spring meeting. Mid-term vacancies may be filled by vote of the remaining members of the Board of Directors. Appointed Directors shall be the NIAAA State Liaison, the Retired Athletic Director Member, and the State LTI Coordinator.

Section 8 - NIAAA State Liaison

The NIAAA State Liaison shall serve as the corresponding secretary to the NIAAA for the purpose of coordinating all communications between the national association and his/her state athletic administrators' association.

Section 9 - Retired Member

The Retired Member shall serve the KHSADA in any way called upon to perform. The Retired Member shall conduct a retired member's organizational meeting during the Annual Conference.

Section 10 – Executive Director

The Executive Director shall be responsible for maintaining the history of the KHSADA. This shall include but not limited to: awards' winners, officers, board members, by-laws, POP Manual, and other important documentation as deemed necessary.

Section 11 – Webmaster

The Webmaster shall be responsible for maintaining the KHSADA website with input from the Officers and Board. He/she will work with the website provider in providing up to date information on all association business and information.

Section 11 - Election of Officers

The President shall serve a two-year term and shall not be eligible to succeed him/herself for re-election. The President Elect shall succeed to the office of President in order to retain continuity. The Secretary and Treasurer shall be appointed to serve the same term as the President and President Elect, but they may succeed themselves. The President shall appoint the positions of NIAAA State Liaison, Retired Member, and Executive Director every two years. These positions may succeed themselves.

ARTICLE IV - BOARD OF DIRECTORS

Section 1 - Membership

The Board of Directors shall be composed of all duly elected and appointed officers and directors specified in Article III, each having one vote on all matters.

Section 2 - Ex-Officio Members

The Commissioner and the Assistant Commissioners of the Kentucky High School Athletic Association shall be ex-officio members.

Section 3 - Quorum

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

ARTICLE V - MEMBERSHIP

Section 1 - Application for membership

Membership shall be by application to the Membership Chairperson, accompanied by a fee as established by the Board of Directors, and shall be considered active immediately upon such acceptance of fee.

Section 2 - Active Members

The corporation shall consist of all athletic directors and/or other certified persons responsible for the total athletic program in the schools--dues must be paid and members must be in good standing.

Section 3 - Voting Privileges

Only those active members in good standing whose dues are paid and are present at the meeting of the corporation are eligible to cast a vote.

Section 4 - Honorary Members

The Board of Directors may vote honorary memberships as they see fit. There will be neither fee nor voting privileges assigned this membership.

Section 5 - Retired Members

Retired membership is open to any former athletic director who has been an active member of this association. Members shall be entitled to all privileges of the association. Members shall be represented on the Board of Directors by an appointee of the Board for a two (2) year term. This person shall be a voting member of the Board. The Board of Directors, upon approval of the association, shall set annual dues of retired members.

ARTICLE VI - MEETINGS

Section 1 - Regular

There shall be one general meeting each year. The State Conference meeting will be held as determined by the conference agenda as developed by the Conference Committee.

Section 2 - Elections

Elections of Officers shall be a part of the spring meeting of even number years. One-half of the Board of Directors will be elected each year as stated in Article III, Section 7 - Directors.

Section 3 - Special Meeting

The Board of Directors and other committees may meet as often as deemed necessary to administer their business. All such meetings shall be called pursuant to the notice requirement of the KRS, Chapter 273.

Section 4 - Board of Director Meetings

The Board of Directors shall meet a minimum of two times each year: A fall meeting to be held the first Sunday and Monday in November and a spring meeting to be held during the state conference at a time determined by the conference agenda as developed by the Conference Committee.

ARTICLE VII - COMMITTEES

Section 1 - Nominating Committee

The Nominating Committee shall consist of four (4) members of the Board of Directors with the chairperson being the Past President. They shall recommend competent candidates for office before the Spring Meeting.

Section 2 - Coordinating Committee

The function of this committee will be to oversee the annual operations of the KHSADA to be presented to the board and membership. This committee will consist of the president, past president, president elect, secretary, treasurer, executive director, conference director, conference exhibitor coordinator, conference speaker coordinator and conference registration coordinator.

Section 3 - Conference Committee

The Conference Committee shall plan a professional spring conference. The Conference Director and Coordinators (Program, Exhibitor, Professional Development, and Awards) are to submit a proposed conference agenda to the board during the fall board meeting.

Section 4 – Professional Development Committee (LTI & Certification Coordinators)

In order to serve and fulfill educational advancement of members, the Professional Development Committee shall:

- A. Assist the President in selection and procurement of a sound education program for the association
 - a. Determine NIAAA LTI offerings and sites.
 - b. Assist the association members to obtain the NIAAA certification of RAA, RMSAA, CAA, and CMAA

Section 5 - Awards Committee

The Awards Committee is to provide a procedural process to award individuals in and outside the field of athletic administration, conduct balloting, and make recommendations to the Board of Directors.

- A. Regional Directors will survey regional membership who will nominate an athletic director in good standing with the KHSASA whose name will be forwarded to the Awards Chairperson and they will be eligible for Athletic Director of the Year nominees.
- B. Evaluate nominees for State Athletic Director of the Year to determine the finalists for the award.
- C. Conduct balloting at the State Conference to select Athletic Director of the Year.
- D. Survey membership for nominees for Outstanding Coach, Male and Female Athlete of the Year, and the Dr. Rudy J. Ellis Distinguished Service Awards.
- E. Evaluate and select Outstanding Coach, Male and Female Athlete of the Year winners.
- F. Operate within the NIAAA and NFHS guidelines to select and nominate members for national recognition.

- G. Prepare a list of nominees to be presented to the Board of Directors for selection of the Distinguished Service Award Recipients.
- H. Administer presentation of awards and financial scholarships as directed by Award Committee policy.

Section 7 - Communications Committee

The purpose of the Communications Committee will be to develop all communications to membership by print or digital delivery. This will include both the webmaster and newsletter coordinator.

Section 8 – Public Relations Committee

The purpose of the Public Relations Committee is to publish state and national awards winners:
--prepare news releases on awards winners, individuals receiving national certification or acclaimed accomplishments
--prepare correspondence to state association members, “employers (Superintendents/Principals) regarding athletic directors’ accomplishments.

Section 9 - Appointive Powers

All appointed Committee Chairpersons may appoint members from any of the 16 athletic regions to serve on their committee after approval by the President and Directors.

ARTICLE VIII - ELECTIONS

Section 1 - Spring Elections

All regional board representative elections shall be held prior to the spring board meeting. Regional board representatives will be selected by the local regional athletic directors’ associations and /or local policy boards. Regional representatives must be a paid member of the KHSADA and a member in good standing. Representatives must be selected and on file with the president prior to April 1 of each election year. One-half of the regional board members will be selected annually. Odd-numbered regions will be selected in even number years and the West at Large representative will be voted on at the annual conference in even number years. Even numbered regions will be selected in odd number years and the East at Large representative will be voted on at the annual conference in odd number years.

Section 2 - Preparation of Ballot

The Past President & Conference Committee shall prepare the ballot with names submitted by the Nominating Committee, and he/she shall also be Chairperson of the Tabulation Committee.

Section 3 - Nominations from Floor

Any voting member may also make nominations to the proposed ballot from the floor.

Section 4 - Issuing of Ballot

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

Section 5 - New Officers

All newly elected officers are to take office as of the date of election to office.

ARTICLE IX - SECTIONAL ORGANIZATIONAL RELATIONSHIPS

Section 1 - Relationships

Direct organizational relationships shall exist with each of the sixteen (16) Athletic Directors' Regional Organizations, which are affiliated with the State Association.

Section 2 - Correlation

It is recommended that the Constitution and proceedings of each Regional Association be consistent with the fundamental purposes of the State Association.

Section 3 - Joint Membership

Memberships in both the Regional and State Organizations shall be encouraged.

Section 4 - Welfare

Any Regional Organization may request guidance and services from the State Association as needed.

ARTICLE X - AMENDMENTS

Amendment to the By-laws shall be by referendum vote of the members at either the spring or specially called meetings and shall be adopted by a simple majority of voting members present.

02.0 Board of Directors and Officers

02.1 Board of Directors

02.11 Duties of Officers:

1. Attend all Board of Directors meetings.
2. Assist President in any matter deemed necessary.
3. Assist in identifying prospective speakers and moderators for State Conference.
4. May convene at the request of the President.

02.12 Duties of the Regional Representatives:

1. Serve as a liaison between the KHSADA and the athletic directors in the representative's region.
2. Encourage and promote KHSADA and NIAAA membership.
3. Communicate periodically with the Membership Chairman in matters relating to Association membership.
4. Attend all Board of Directors meetings or notify the President and are granted permission to miss the meeting.
5. Assist the KHSADA in all matters pertaining to the operation of the organization.
6. Directly assist in the regularly scheduled meetings, conferences, and the day-to-day operation of the KHSADA.

7. Attend the Conference Awards Banquet.

02.13 Duties of the At-Large Board of Directors:

1. Shall include all those duties and timelines as for the Regional Representatives listed in 02.12 above.
2. Any additional assignments that may arise from the President.

02.14 Duties of the NIAAA State Liaison

1. Assist in the joint work of the KHSADA and the NIAAA and to assist in the coordination between the two organizations.
2. Foster better relationships between the KHSAA staff, the KHSADA, and the individual member schools and their respective programs.

02.15 Duties of the Retired Member

1. Shall serve the KHSADA in any way called upon to perform.
2. Shall conduct the retired members meeting during the Annual Conference.
3. Shall recruit retired members and serve as the liaison to the Board.
4. Shall work closely with the Treasurer and Secretary in compiling retired member listing.
5. Shall develop agenda for retired members during Annual Conference.

02.16 Duties of the Executive Director

1. Shall be responsible for continual update of official KHSADA history book with pertinent pictures, articles, etc. This book will be filed at the KHSADA headquarters (home of the Executive Director) and be on display in the registration booth during the Annual Conference.
2. Keep an up to date copy of the By-laws and POP Manual.

02.17 Duties of the State LTI Coordinator

1. Shall be responsible for developing the yearly schedule of all NIAAA LTI course offerings within the State.
2. Shall be responsible for developing a pool of approved LTI State Faculty, presented to the Board of Directors.

02.18 Duties of the Webmaster

1. Shall work with the website provider to determine content and composition of all website information.
2. Shall be responsible for all Association information on the website.

02.19 Voting

Voting members of the Board of Directors are: Association President, President Elect, Secretary, Treasurer, Past President, 16 Regional Representatives, Two At-Large Representatives, NIAAA State Liaison, State LTI Coordinator and the Retired Member.

02.2 President

02.21 Duties:

1. Shall preside at all meetings of the Association as the Chief Executive Officer.
2. Shall have the power to appoint special committees for the purpose of improving the Association.
3. Shall call special meetings with the approval of the officers.
4. Shall represent, (or delegate), the Association at other times when requested or needed.
5. Shall be responsible for meeting the deadlines for submitting state nominees and other matters to the NIAAA.

02.22 Timelines:

1. Shall notify or delegate the responsibility for notifying the involved members of all meetings prior to the actual meeting time and place.
2. Shall meet all deadlines as posted by the NIAAA for receiving nominees and/or award recipients.

02.23 Job Description

The President is the Chief Executive Officer of the Association.

02.24 President's Award:

An award shall be presented to the outgoing President of the Association at the annual meeting.

02.25 President's Ring:

The Past President will award the official President's ring at the Fall Board of Directors Meeting to the incoming President.

02.3 President Elect:

02.31 Duties

1. Shall perform the duties of the President in his/her absence or inability to act.
2. Shall assist the President in any matters necessary.
3. Shall attend KHSAA meetings upon request.
4. Shall become President after the current President completes his/her term.
5. Shall conduct first time attendees meeting at the Annual Conference.
6. Shall present certificates to outgoing Board and Committee members.

02.32 Timelines:

1. The President Elect shall take office following the annual Spring Business/Election meeting.
2. The President Elect shall receive the gavel during the annual Spring Business/Election meeting.

02.33 Job Description

The President Elect shall perform the duties of the President in his/her absence.

02.4 Secretary:

02.41 Duties

1. Shall be responsible for the release of publicity concerning the Association.
2. Shall keep a record of the proceedings of all meetings.
3. Shall handle all communications on behalf of the Association.
4. Shall check attendance of those present at Board of Directors meetings.
5. Shall record and provide minutes of Board of Directors meetings.
6. Shall be responsible for the publication of the State Newsletter "Athletic Directions".

02.42 Timelines:

Shall meet all deadlines and effectively serve as Secretary of the Association.

02.43 Job Description:

The Secretary is directed by the Board of Directors to officially act as the corresponding secretary of the KHSADA.

Specifically:

1. Take official minutes of all Board of Directors meetings.
2. Take official minutes of all KHSADA business meetings.
3. Maintain a current notebook with official minutes, other Board proceedings, present membership information, copy of the current by-laws, and other pertinent information.
4. Correspond official business of the KHSADA.
5. Assist the revision of the P.O.P. Manual with the Policy Committee.

02.5 Treasurer:

02.51 Duties:

1. Receive all monies of the Association.
2. Keep an accurate account and be responsible for the transfer of all records and money to their successor.
3. Write and issue checks for approved payments.
4. Receive membership dues.
5. Send current membership list to Regional Representatives.
6. Issue ballots at Spring Business/Election Meeting.
7. Present a current financial report at Board Meetings.

02.52 Timelines:

1. Promptly and efficiently pay all approved bills.
2. Receive and financially account for all incoming checks and monies as needed.

02.53 Job Description:

The Treasurer is directed by the Board of Directors to officially act as Treasurer for the KHSADA and to account for all treasury funds.

02.6 Past President:

02.61 Duties:

1. The Past President shall serve as a voting member of the Board of Directors.
2. The Past President shall act as the Parliamentarian.
3. The Past President shall serve as the chairperson of the Nominating Committee.
4. Work with NIAAA State Liaison to coordinate State and National functions.
5. Responsible for orientation of new Board members.
6. Work with Policy Committee in By-law and POP Manual revisions.

02.62 Timelines:

The outgoing President will assume the office of Past President following the annual Spring Business/Election meeting.

02.63 Job Description

The Past President shall serve as an advisor to the President, act as Parliamentarian, and chair the Nominating Committee.

02.7 Executive Director:

0.271 Duties:

1. Shall attend all meetings of the Board of Directors as a non-voting member and other meetings at the request of the President.
2. Shall deliver POP manual to new officers, committee chairpersons, board members, and others as directed.
3. Shall assist the president in compiling and distributing a roster of the Board of Directors and members of existing committees.

4. Shall work with the membership chairperson to keep an accurate listing of members and assist in securing member benefits.
5. Shall prepare address labels of members to be used in association mailings, both active and retired.
6. Shall help keep historical and presidential files up to date. Shall have the following available in quantity:
 - a. Constitution and By-laws
 - b. Committee rosters
 - c. POP Manual
7. Shall work closely with the elected officers, board of directors, and the chairpersons of all committees of the KHSADA.
8. Shall arrange for housing/storage of Association items.
9. Shall communicate with the Webmaster to update and give input on the Association webpage.

02.8 Meetings:

02.81 November - Fall Board Meeting

02.82 April – Spring Business/Election Meeting, held at the site of the State Athletic Directors’ Conference

02.83 April - State Conference Site

02.9 Terms of Office:

The term of office for newly elected or appointed officers shall take place at the conclusion of the annual Spring Business/Election meeting. For additional appointees by the Board of Directors, their terms may commence immediately upon approval.

02.91 Length of Term of Office:

Two year Terms: President, President Elect, Past President, Secretary, Treasurer, Regional Representatives, At-Large Representatives, NIAAA State Liaison, Retired Athletic Director, State LTI Coordinator, and Executive Director.

Filling Vacated Terms: Will vary according to the unexpired term of the position.

02.01 Parliamentary Procedures:

Roberts’ Rules of Order shall prevail in the parliamentary procedures of meetings of the Board of Directors and of the regular Association business meetings. The Parliamentarian shall be the Past President.

02.02 Agendas:

The President shall develop agendas with assistance from other members of the Board of Directors. They should be mailed at least one week prior to the Board meeting.

02.03 Travel Expenses:

Members of the Board of Directors may be reimbursed for travel expenses to the Fall Board meeting. The Association's Treasurer upon receipt of official travel voucher will make reimbursement up to \$30 and room at the fall board meeting. There is no travel reimbursement for the annual Business/Election or State Conference.

02.04 Special Assignments:

The President may make special assignments and authorize payment of any reasonable expenses incurred.

02.05 POP Manual Revisions:

The KHSADA POLICIES-OPERATIONS-PROCEDURES MANUAL may be revised by a majority vote of the Board of Directors. The authority to update the POP Manual is the responsibility of the Legislative Committee and the KHSADA Secretary and Past President.

02.051 The following will receive a POP Manual: Board of Directors, all Standing Committee Chairpersons, current conference chairperson, and any other person of vested interest that might require one in their capacity to work with the KHSADA.

02.06 Officers

02.061 Voting for Officers:

1. The election of officers will be voted on by the Association's membership during the Spring Business/Election meeting. The Nominating Committee Chairperson will conduct the voting.
2. One half of the Regional Representatives shall be elected by the membership during the Spring Business/Election meeting.
3. If any office is vacated, the officers shall appoint a person to complete the term of said office.
4. The office of President will be filled by the President Elect.

02.062 Officer Voting:

Officers shall have one vote on all matters concerning the Association.

02.063 Annual Business/Election Meeting:

A minimum of one regular business/election meeting shall be held each year during the spring. Those holding ACTIVE membership and present for the meeting shall be entitled to one vote.

02.07 Selection of Board of Directors:

02.071 Officers and Regional Representatives:

1. Regional Representatives shall be nominated from their respective regions, the KHSADA Board of Directors, or from the floor at a regular meeting. Each nominee must be from a school within the region from which he/she is nominated to represent.
2. In the event a Region cannot provide a representative, the Board of Directors shall have the responsibility for filling the position with an eligible person from that region.

02.072 Qualifications for At-Large Representatives:

East (1-8) and West (9-16) Delegates At-Large shall be elected by the membership. The following criteria shall be used in the selection process: geographical location of school and willingness to serve.

02.073 Orientation Meeting

1. The Past President is responsible for the orientation of those Board of Directors members taking office at the conclusion of the annual Business/Election meeting. This meeting shall be conducted during the Spring Conference.
2. All new members of the Board of Directors shall be provided a copy of the POP Manual in advance of the orientation meeting.

03.0 MEMBERSHIP

03.1 Active (Dues \$50)

The corporation shall consist of all athletic directors and/or other certified persons responsible for the total athletic program in the schools; dues must be paid and members must be in good standing. (Article V, Section 2)

03.2 Honorary

The Board of Directors may vote honorary memberships as they see fit. There will be neither fee nor will there be voting privileges assigned this membership. (Article V, Section 4)

03.3 Retired (Dues \$25)

Open to any former athletic director who has been an active member of this association. (Article V, Section 5)

03.4 Individual Benefits

03.41 Personal

1. An opportunity to participate and have a voice in a professional organization whose activities is directed to athletic administration.

2. A chance to contribute ideas, energies, and areas of expertise to the KHSADA.

03.42 Professional Services

1. Receive Athletic Directions, a newsletter written by and for athletic administrators in the state. Newsletter is published four times annually.
2. Membership lapel pin, membership card, and KHSADA decals.
3. An annual conference to promote professional growth and development.

03.43 Insurance Benefits

Insurance Benefits - Life Insurance - \$5000 of guaranteed term life insurance (24 hour coverage). KHSADA membership application must be received before October 1 of each year for life insurance to be effective. Coverage is effective October 1 through September 30.

03.5 Membership Renewal

Membership expires June 30 of each year and renewal of membership is open immediately following this date. Application for renewal shall be made to the Treasurer or Membership Chairperson and shall be considered active immediately upon acceptance of fee. The optional NIAAA membership fee may be included with the KHSADA membership application fee. (See membership application).

04.0 Standing Committees

04.1 Operations

04.11 Committees

The standing committees of this Association shall include: Awards, Professional Development, Communications, Nominating, Public Relations, Retired Athletic Directors, and Conference.

04.12 Expenses

1. Committee members shall be responsible for their expenses for attendance at the annual conference.
2. Funds for committee projects and materials, such as awards, shall be authorized by the Board of Directors.

04.13 Meetings/Reports

Each committee will meet at the discretion of the chairperson and at the convenience of the members.

04.2 Appointments/Membership

04.21 Composition

1. Appointments to these standing committees shall be made by the President after consultation with the Board of Directors and the recommendation of the Committee Chairperson.
2. Committee size will be determined by the President after consultation with the Board of Directors.

04.22 Qualifications

1. All committee members, including the chairperson, shall be KHSADA members. (Exceptions are committee members that may include principals, superintendents, or other professional educators.)
2. Where it is practical, committee membership should have a cross section of representation from state geographical regions.

04.23 Term of Service

1. Terms shall be appointed by the President.
2. Members may be reappointed.
3. Members who are unwilling or unable to fulfill their duties may be replaced by the President upon recommendation of Committee Chairperson.
4. Terms shall be for two (2) years with a maximum reappointment of three (3), 2- year terms.

04.3 Awards Committee

04.31 Statement of Purpose

The committee exists to recognize and award individuals in and outside of the field of athletic administration for their contributions to athletics.

04.32 Job Description of Chairperson

The chairperson of each committee shall:

1. Supervise the administration of the awards process from nomination to selection.
2. Meet with and report to the Board of Directors when requested.
3. Develop nomination forms consistent with requirements established by the Board of Directors.
4. Maintain a record of nominees and recipients.

5. Notify award recipients and arrange for their attendance at the conference.
6. Supervise the presentation of awards at the annual state conference banquet.

04.33 Committee Responsibilities

The committee shall:

1. Appropriately advertise the awards, the criteria for each, and solicit award nominations.
2. Establish timelines for submitting award nominations.
3. Recommend award recipients to the Board of Directors.
4. Assist the chairperson in the maintenance of records.

04.34 Types of Awards

04.341 Fr. Harry Jansing Athletic Director of the Year.

1. This award will be presented annually to a KHSADA member for his/her special accomplishments and contributions to athletic administration.
2. The membership will select the recipient.
3. Recipient will receive a plaque and a ring (compliments of Balfour).

04.342 Paul M. Young Male Scholar/Athlete of the Year

1. This award will be presented annually to the senior male athlete in Kentucky whose accomplishments, contributions, and academic achievements have been a motivating force in their school and community.
2. The awards committee will select the recipient.
3. Recipient will receive a plaque and a \$1000 scholarship from the KHSADA & KHSCA.

04.343 Bunny Daugherty Female Scholar/Athlete of the Year

1. This award will be presented annually to the senior female athlete in Kentucky whose accomplishments, contributions, and academic achievements have been a motivating force in their school and community.
2. The awards committee will select the recipient.
3. Recipient will receive a plaque and a \$1000 scholarship from the KHSADA.

04.344 Garnis Martin Coach of the Year

1. This award will be presented annually to the coach whose career has instilled positive attitudes to the school, community, students, and a successful athletic program.
2. The awards committee will select the recipient.
3. Recipient will receive a plaque.

04.345 Dr. Rudy J. Ellis Distinguished Service Award

1. This award will be presented annually to individuals outside the field of interscholastic athletic administration who made significant contributions to high school athletics.
2. The award committee will present a list of nominees to the Board of Directors for selection.
3. Recipients will receive a plaque.

04.346 Certificate of Appreciation

1. Certificates will be presented to individuals who made significant contributions to the KHSADA.
2. The Board of Directors will designate recipients.
3. Retiring Board of Directors members are presented certificates.

04.347 Certificates

Certificates will be presented to exhibitors who exhibit at the annual conference for 5 years or multiples of 5 years.

04.348 NIAAA State Award of Merit

1. This is presented to a KHSADA athletic administrator who distinguishes himself through outstanding leadership and service to the Association.
2. The recipient shall be an NIAAA member.
3. The recipient shall be a KHSADA member.
4. The Board of Directors will select the recipient for this award.

04.349 Special Awards

The Board of Directors may authorize any special awards that it deems appropriate and necessary for the Association.

04.350 Members of the Board of Directors/Committees

A certificate will be presented to members of the Board of Directors or committee who have completed at least two years of satisfactory service on the Board or Committee.

04.4 Communications

04.41 Statement of Purpose

The committee is responsible for the Association newsletter and other publications that will be distributed to provide a source of communication, information, and the opportunity for professional growth and development of the membership.

04.42 Duties of Chairperson

1. Solicit information, articles, and materials to be included in the newsletter.
2. Coordinate with a professional printer the printing of a newsletter to be issued a minimum of four times a year.
3. Meet with and report to the Board of Directors concerning the publication of the newsletter and information to be included therein.

04.5 Nominating

04.51 Statement of Purpose

The committee shall recommend a slate of nominees to the Board of Directors for approval.

04.52 Job Description

1. The committee composed of the Past President and four Board of Directors members shall recommend a nominee for President Elect, Secretary, Treasurer, Regional and At Large Representatives to the Board of Directors for approval.
2. Nominations may also be made from the floor at the annual business/election meeting.
3. The Past President shall meet with and report to the Board of Directors concerning the nominees for office.

04.6 Finance

04.61 Statement of Purpose

The committee shall function to establish a financial program to enhance and promote the goals of the KHSADA.

04.62 Job Description of the Chairperson

The Chairperson shall:

1. Develop a plan of action for projects and the financing of such projects.
2. Meet with and report to the Board of Directors.

04.02 Conference

04.021 Statement of Purpose

The committee shall develop a professional spring conference.

04.022 Job Description of Committee

1. Director Coordinate hotel accommodations, agenda timelines, registration materials, and financial obligations.
2. Exhibitor Solicits exhibitors and coordinates registration.
3. Program Develops speaker agenda, topics, and secures speakers.
4. Treasurer Responsible for all financial aspects of the conference.

04.03 Professional Development

04.031 Statement of Purpose

To enhance the professional development of the KHSADA membership.

04.032 Job Description of Chairperson

1. Conduct clinics in areas of need.
2. Assist in the promotion of the NIAAA LTI Program.
3. Assist in the promotion of the NIAAA Certification Program

04.04 Special Ad Hoc Committees

Ad Hoc Committees may be appointed by the President and approved by the Board of Directors to deal with matters not assigned to any standing committee.

04.041 The Policies, Operations, and Procedures Manual Committee.

The Policy Committee was designated to compose the POP Manual (Committee appointed September 1994).

04.042 Kentucky Coaches Education Committee

The Kentucky Coaches Education Committee was designated to determine the best program for Coaches Education Program. Jerry Mayes, CAA, chaired committee. (Committee appointed fall 1992, operation ceased 2010).

04.05 Retired Athletic Director Committee

04.051 Statement of Purpose

The Committee will develop a member listing and work to develop a meaningful program for retired members during the annual conference.

04.052 Job Description of Chairperson

1. Develop an accurate member mailing list.
2. Develop a program of involvement for the annual conference
3. Assist in the selling of the 50/50 raffle tickets during the annual conference.

05.0 ANNUAL MEETING

The Association shall conduct its regular business/election meeting during the State Athletic Directors Conference.

05.1 AGENDA - Items shall include, but not be limited to:

1. Introduction of Board of Directors and Committee Chairpersons.
2. Minutes of Previous Year's Business/Election Meeting.
3. Treasurer's Financial Report.
4. Committee Reports
5. Past President's Report (Election).
6. NIAAA Report.
7. National Conference Report.
8. State Conference Report.
9. President's Report.
10. Unfinished Business.
11. New Business.
12. Business from the Floor.
13. Announcements.
14. Door Prizes.

06.0 ENDORSEMENTS

06.1 Policy

The KHSADA shall not endorse an individual, group, or organization outside the membership.

1. Forms of recognition such as certificates or plaques for contributing membership or corporate sponsorship shall not be considered an endorsement of a particular product, since such recognition is a result of direct support of the KHSADA.
2. The KHSADA shall not endorse one commercial athletic product over another.

06.2 KHSADA Garments

KHSADA merchandise is available to the membership. These are sold during the Annual Conference, Annual Business/Election Meeting, and are available by mail.

06.3 Advertising/Promotions

No commercial endeavor sponsored by an individual, group, or organization shall be allowed a forum at any KHSADA meeting for the primary purpose of promoting a particular product for self-gain.

07.0 FINANCES

07.1 Financial Reports

1. Financial reports shall be prepared by the Treasurer with assistance from the Finance Committee for each Board of Directors' meeting. These reports are to be approved by the Board of Directors. A financial report shall be given at the general membership meeting held in conjunction with the annual Business/Election Meeting. Financial reports may be printed in the Newsletter.
2. A financial report must be filed with KHSADA CPA firm by June of each year.

07.2 Budgets

1. The budget is developed and approved by the Board of Directors.
2. The Board of Directors shall approve any expenditure not included in the annual budget.
3. In case of emergencies or time deadlines, the Board of Directors shall empower the officers to approve additional expenditures.
4. The Director of the Annual Conference shall prepare a preliminary budget to be approved by the Board of Directors.

07.21 KHSADA BUDGET ITEMS

Disbursements

Administration (1000-1099)

Postage
Telephone
Printing
Miscellaneous

Special Projects (1100-1199)

POP Manual
Tournament Managers Guide

Computer Program (1200-1299)

Writers Fee
Disk Copying

Pins & Certificates (1300-1399)

Pins
Certificates
Plaques

Insurance (1400-1499)

Term Life

Meetings & Travel (1500-1599)

Board of Directors
Annual Meeting (Spring)
Ad Hoc Committees
NIAAA Section 2 Meeting (Summer)
National Conference (Winter)
NEDC Meeting (Summer)

Awards Program (Scholarships) (1600-1699)

Scholarships
Awards Program

Miscellaneous (1700-1799)

07.22 KHSADA BUDGET ITEMS

Receipts

Memberships (3000-3099)

Individual
Retired
Lifetime

Promotions (3100-3199)

Commissions – NFHS Coaches Education Program
Sponsorships
Donations
Royalties (Newsletter)
Clothing

Computer Program (3200-3299)

Program Sales

Miscellaneous (3300-3399)

07.3 Expenditures

It shall be the policy of the Board of Directors that the President/ Executive Director shall approve all invoices for payment. All bills and expenses paid will be submitted to the Board of Directors for their information.

07.4 Contributing Sponsorships

1. When seeking or reviewing assistance of any kind from the private or corporate sector, such assistance shall be identified with a specific project and shall be of benefit to the Association.
2. Such assistance shall be within the purposes and philosophy of the Association as stated in the By-laws.
3. Current Contributing Sponsors:
 - a. All American Publishing Company assists in the printing of the Newsletter (Athletic Directions).
 - b. Balfour Ring Company supplies the Athletic Director of the Year ring.
 - c. Jostens Ring Company supplies the Presidents' ring.
 - e. MPC official supplier of KHSADA apparel.
 - f. KHSAA Coaches Education program
 - g. KHSCA co-sponsor of scholarship program
 - h. Bumblebee Team Sports co-sponsor of scholarship program

07.5 Subsidies and Budgets for Standing Committees

Any budget request by standing committees shall be submitted in writing by the chairperson to the Board of Directors, and shall include the amount of funds required and the particular project for which the funds will be used.

08.0 KHSADA ANNUAL CONFERENCE - PLANNING CYCLE

08.1 Conference Site: (one year in advance)

1. Rotation
2. Hotel and Meeting Facilities
3. Anticipated Costs (lodging, meals, transportation)
4. Special Attractions - hotel, city, area
5. Local Assistance - host committee

08.2 Conference Program

1. Preliminary (September)
 - a. Meet with conference staff and hotel management to outline upcoming conference.
 - b. Determine hotel gift package and room rates.
 - c. Determine registration gifts.
 - d. Review preliminary schedule of events for conference.
 - e. Identify speakers and topic sessions.
2. Board of Directors Meeting (November)
 - a. Brief the Officers and Board regarding conference schedule.
 - b. Review past conference expenditures.
 - c. Preliminary conference budget is approved.
3. Conference Mailing (January)
 - a. Mail and send electronic conference schedule, room reservation cards, conference registration cards, and optional activity registration cards.
 - b. Send conference information to exhibitors.

08.3 Conference Planning (December - February)

1. Confirm all Program Participants
2. Conference Printing
 - a. Program
 - b. Award Brochures
 - c. Registration materials
 - d. Evaluation Forms
3. Confirm or order
 - a. Menus
 - b. Transportation
 - c. Awards
 - d. Conference attendee ribbons and name badges
 - e. Registration and banquet gifts.
 - f. Exhibitor display/set-up

08.4 Post Conference Follow Up (June-August)

1. Correspondence
 - a. Thank-you letters to speakers.
 - b. Summarize conference evaluation forms.
2. Financial
 - a. Pay hotel invoices.
 - b. Pay other Conference expenses.
 - c. Prepare financial report

08.5 Annual Conference Budget Form

The Annual Conference Director is required to submit a copy of the completed Annual Conference Budget Form to the Board of Directors by the Fall Meeting.

09.0 Kentucky High School Athletic Directors Association Operations

Kentucky High School Athletic Directors Association, Inc. and Kentucky High School Athletic Association Relationship

09.1 As a service to the KHSAA, the KHSADA provides:

1. Advice on the latest trends/and or problems in interscholastic activities.
2. Recommendations on proposed KHSAA legislation.
3. An annual conference to promote the professional growth and image of interscholastic athletic administrators.
4. Periodical newsletter for each KHSAA member schools.
5. Directors for most KHSAA district, regional, and state culminating events.
6. A qualified pool of individuals to serve on the KHSAA's Sport Committee, Tournament Committee, and other special appointed committees.
7. Assistance in preserving the educational nature of interscholastic athletics and the place of these programs in the curricula of KHSAA member schools.

09.2 As a service to the KHSADA, the KHSAA provides:

1. Reports proposed legislation and action of the KHSAA Board of Control and the reports of other committees that pertain to interscholastic activities.
2. Staff members to serve as speakers for the annual conference, and special school, district and regional activities.
3. Information in the ATHLETE on annual conference, the NIAAA/NFHS Conference, and special requests.
4. Nominations of members for national honors and/or committee appointments by the National Federation.

5. Publicity in the ATHLETE for members who are recipients of state and/or national awards.
6. Listing in the KHSAA HANDBOOK as the recognized state association for athletic administrators.

010.0 KHSADA TIMELINES

010.01 January

1. Mail nomination forms for KHSADA Athletic Director of the Year Award.
2. Mail forms for nomination for Board of Directors and Officers to member schools.

010.02 February

1. Mail nomination forms for KHSADA Coach of the Year, Male and Female Athletes of the Year Awards.
4. Deadline for Newsletter information.
5. Prepare President's message for Newsletter.

010.03 March

1. Final update of Annual Conference.
2. Mail Newsletter to Membership.

010.04 April

1. Select award winners for the following KHSADA Awards:
 - a. Coach of the Year
 - b. Male and Female Athletic of the Year
 - c. Athletic Director of the Year
 - d. Special Awards
2. Order NIAAA membership brochures.
3. Review life insurance benefit.
4. Determine site for the following year's Annual Conference.
5. Orientation session for new Board of Directors members - include Policies Manual and previous year's minutes. (President Elect)
6. Post Conference meeting of Board of Directors.
7. Forward information to NIAAA to update National Directory. (NIAAA State Liaison)
8. Mail minutes of Annual Business/Election Meeting.

9. Business/Election Meeting in conjunction with the State Athletic Directors Conference. (Election shall be for one/half of the Board annually plus one At-Large Candidate)

010.05 May

1. Deadline for Newsletter information.
2. Synopsis of KHSADA Annual Conference for publication in spring Newsletter.
3. Prepare President's message for Newsletter.
4. Mail membership brochures for KHSADA & NIAAA to membership.

010.06 June

1. Review Annual Conference Evaluation Forms. (Conference Committee)
2. Annual Conference Report. (Conference Director)
3. Financial Report of Annual Conference. (Treasurer)
5. Mail Newsletter to membership.

010.07 July

1. Pay NIAAA organizational dues.
2. Review and update POP Manual.

010.08 August

1. Include press release in fall newsletter regarding National Conference.
2. Establish annual operating budget.
3. Deadline for Newsletter information.
4. Prepare President's message for Newsletter.

010.09 September

1. KHSADA & NIAAA membership drive completed.
2. Mail Newsletter to membership.
3. Fall Conference Committee Meeting.
4. Update and print KHSADA Membership Cards.

010.10 October

1. Mail agenda to Board of Directors for fall meeting. (President)
2. Pay life insurance premium for membership.

010.11 November

1. Deadline for Newsletter information.
2. Board of Directors Meeting.
3. Select delegates for NIAAA Annual Meeting.
4. Appoint committee members (State & National). (President)
5. Prepare President's message for Newsletter.
6. Select recipients for the following KHSADA Awards:
 - a. Distinguished Service Awards
7. Select recipients for the following NIAAA Awards:
 - a. NIAAA State Award of Merit
 - b. NIAAA Distinguished Service (inside athletics)
 - c. NIAAA Distinguished Service (outside athletics)

010.12 December

1. Mail minutes of November Board minutes.
2. Mail Newsletter to membership.
3. National Conference.