

**CONSTITUTION  
MISSOURI INTERSCHOLASTIC ATHLETIC ADMINISTRATORS  
ASSOCIATION**

ARTICLE I - NAME

The name of the organization shall be: Missouri Interscholastic Athletic Administrators Association.

ARTICLE II – PURPOSE

The purpose of the organization shall be:

1. To improve the educational aspects of interscholastic activities within the total educational program.
2. To foster high standards of professional proficiency and ethics.
3. To encourage and promote activities programs that will provide the widest possible participation, while maintaining the highest possible standards.
4. To present an opportunity for an exchange of ideas and to promote greater unity and fellowship among all schools.
5. To assist and cooperate with the Missouri State High School Activities Association (MSHSAA) in carrying out its objectives.
6. To recognize that the administrative head of the school is held ultimately responsible in all matters pertaining to interscholastic activities involving their school.

ARTICLE III - OFFICES

The principal office of the corporation in the State of Missouri shall be located in the city of Lee's Summit, County of Jackson. The corporation may have such other offices, either within or without the State of Missouri, as the board of directors may determine or as the affairs of the corporation may require from time to time.

The corporation shall have and continuously maintain in the State of Missouri a registered office, and the registered agent whose office is identical with such registered office. The registered office may be, but need not be, identical with the principal office in the State of Missouri, and the address of the registered office may be changed from time to time by the board of directors.

ARTICLE IV – MEMBERSHIP

Membership in the MIAAA shall consist of those individuals who meet the requirements and qualifications in those categories provided in the by-laws.

ARTICLE V – BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the corporation shall be managed by its board of directors.

Section 2. Number, Tenure, and Qualifications. The board of directors shall consist of 14 members; the elected directors of the eight geographical districts of the MSHSAA, and the past president, president, president-elect, secretary, treasurer and Executive Director. (4/14)

Beginning with the annual meeting of 1983, the district directors shall be elected to the board of directors in the following manner:

The directors from Kansas City, Southeast, Central and Northwest districts shall be elected on odd numbered years and the directors from St. Louis, Northeast, Southwest and South Central districts shall be elected on the even numbered years.

These district directors will be elected in the local district caucuses prior to the annual business meeting. Directors shall be elected by majority of MIAAA members present in district meetings. Members elected to the MIAAA board shall be presented to the general membership at the annual business meeting.

Section 3. Non-Voting members Serving the Board of Directors. With the exception of MSHSAA Executive Director, these individuals must hold MIAAA membership and shall be appointed by the President and approved by the board of directors. They will not be afforded a vote in board of directors meetings. They will serve indefinitely until they resign or replaced by the board of directors.

- a. Awards Coordinator
- b. Conference Coordinator
- c. Exhibitor Coordinator
- d. Membership Coordinator
- e. MSHSAA Executive Director
- f. Public relations Coordinator
- g. Retired Member Coordinator
- h. Chairperson of the Professional Development Committee (4/12/01)
- i. State Liaison

Section 4. Vacancies. Any vacancy in the board of directors due to resignation, removal, disqualification, or otherwise, shall be filled by the president for the unexpired portion of the term, with the approval of the board of directors. Non-voting members vacancies shall be filled by the president and approved by the board of directors.

#### ARTICLE VI – OFFICERS

Section 1. Any active member of this association directly involved with the administration of an activities program shall be eligible to hold office.

Section 2. The officers of this organization shall be:

- a. Past President
- b. President
- c. President-elect
- d. Secretary
- e. Treasurer
- f. Executive Director (4/14)
- g. District Directors (8)

Section 3. The term for an elected officer shall be two years.

#### ARTICLE VII – ANNUAL MEETING

Section 1. Annual Meeting. An annual meeting of the members shall be held at a location designated by the board of directors for the purpose of the transaction of such business as may come before the meeting.

Section 2. Conduct of Meeting. Meetings will be conducted according to Roberts Rule of Order.

#### ARTICLE VIII – AUDIT

The president shall appoint a committee at the Fall meeting to audit the financial records of the association.

#### ARTICLE IX – AMENDMENTS TO CONSTITUTION

Section 1. Initiation of Amendments. Amendments may be proposed by the board of directors or by petition signed by ten percent of the active membership and given to the board of directors at least sixty days prior to any regular meeting.

Section 2. Amendments. Amendments to the constitution shall be by referendum of the members present at a regular meeting of the association.

Section 3. Adoption. Adoption of amendments shall be by two-thirds of the members at any regular meeting.

Section 4. The board of directors shall be authorized to make editorial changes in the constitution that do not change the intent of the constitution.

## **BY-LAWS**

### **BY-LAW 100 – MANAGEMENT**

The business and active management of the affairs of the association shall be delegated to the board of directors.

### **BY-LAW 200 – MEMBERSHIP**

210.0 Members. Membership is available to all individuals that have direct responsibility for the administration, direction, coordination, or supervision of an interscholastic activities program.

211.0 Voting Rights. Only those active members present at a regular meeting of the association are eligible to cast a vote.

212.0 Application for Membership. Membership shall be by application accompanied by the prescribed dues, which are determined by the board of directors. Any such membership application shall be considered immediately active, pending approval by the board of directors.

213.0 Dues. Annual dues are to paid prior to the annual meeting. The association fiscal year shall be from July 1 to June 30.

214.0 Ex-Officio Members. The executive director of the Missouri State High School Activities Association or their designated representative shall be an ex-officio member of this association.

215.0 Honorary Members. Honorary memberships may be awarded by the board of directors to those individuals as the board deems worthy. Dues will not be assessed and such members will not be afforded the right to vote.

216.0 Associate Members. Individuals interested in interscholastic activities in the State of Missouri may become associate members of the association by making application accompanied by the prescribed dues. Such members will not be afforded the right to vote.

217.0 Retired Members. Membership is open to any retired person who has been a regular member of the MIAAA. Individuals are eligible for retired membership upon termination from their position in education. Application for membership shall be accompanied by the prescribed dues, which are determined by the board of directors. Retired members may not serve on the board of directors, except as past president and Executive Director, but may serve on committees and/or as a coordinator.

BY-LAW 300 – STATE LIAISON. The president shall select one person to serve as the MIAAA liaison (corresponding secretary) to the NIAAA for the purpose of coordinating all communications between the NIAAA and the MIAAA. Among the duties of this position is the NIAAA organizational dues deadline (September 1), nominations for NIAAA distinguished service awards, certificates of merit, selection of delegates, etc. (4/13)

BY-LAW 400 – DELEGATES-NIAAA. Delegates to the NIAAA shall be selected by the board of directors. They must be a member of the MIAAA and the NIAAA. The numbers of delegates for each athletic administrators association which holds organizational membership in the NIAAA is determined by the number of individuals holding NIAAA membership as follows:

- One – less than 30
- Two – 30 to 59
- Three – 60 to 129
- Four – 130 to 199
- Five – 200 or more

The number of delegates is determined based on NIAAA individual and organizational membership from the previous school year and a renewal of the organizational membership in the current school year.

BY-LAW – 500 – MEETINGS OF MEMBERSHIP

- 510.0 Annual Meeting. An annual meeting of the members shall be held at a location designed by the board of directors for the purpose of the transaction of such business as may come before the meeting.
- 511.0 Special Meeting. Special meetings of the members may be called by the president, the board of directors, or not less than one-tenth of the members having voting rights.
- 512.0 Place of Meeting. The board of directors may designate the place for the annual meeting or for any special meeting called by the board of directors.

- 513.0 Notice of Meetings. Written or printed notice stating the place, day, and hour of any meeting of members shall be delivered either personally or by mail, to each member entitled to vote at such meetings, not less than five or more than thirty days before the date of such meetings, by or at the direction of the president, or the secretary, or the officers or persons calling the meeting, unless such notice is waived in writing. In case of a special meeting or when required by statute or by these by-laws, the purpose or purposes for the meeting is called shall be stated in the notice.
- 514.0 Informal Action by Members. Any action required by law to be taken at a meeting of members, or any action which may be taken at a meeting of members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all members entitled to vote with respect to the subject matter, thereof.
- 515.0 Quorum. The members holding ten percent of the votes which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting from time to time without further notice.

#### BY-LAW 600 – MEETINGS OF BOARD OF DIRECTORS

- 610.0 Regular Meetings. Regular meetings of the board of directors shall be held annually.
- 611.0 Special Meeting. Special meetings of the board of directors may be called by or at the request of the president or any two directors.
- 612.0 Place of Meeting. The person or persons authorized to call special meetings of the board may fix any place, either within or without the state, as the place for holding any special meeting of the board of directors called by them.
- 613.0 Notice of Meeting. Notice of any special meeting of the board of directors shall be given at least two days previously thereto by written notice delivered personally or sent by mail or telegram to each director at the address as shown by the records of the corporation. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.
- 614.0 Quorum. A majority of the board of directors shall constitute a quorum for the transaction of business at any meeting of the board; but if less than a majority of the directors are present at said meeting, a majority of the directors may adjourn the meeting from time to time without further notice.

## BY-LAW 700 – JOB DESCRIPTION OF OFFICERS

- 710.0 Officers. The officers of the corporation shall be a past president, president, president-elect, secretary, treasurer and Executive Director.  
(4/24)
- 711.0 Election and Term of Office. Upon completion of the term of office, the president shall serve as a voting member for a two year term. The president-elect shall be elected bi-annually at a regular meeting of the membership of the organization. The president shall serve for a two year term and not be eligible for re-election. The president-elect shall succeed to the office of president and assume office following the conclusion of the annual business meeting of that election year. Nominations to the proposed ballot may also be made from the floor by any voting member. Ballots are to be issued only to voting members in good standing. The secretary and treasurer shall be elected in even numbered years at the Spring meeting of the board of directors and may succeed themselves by re-election. The secretary and treasurer shall assume office on July 1 of the election year.
- 712.0 Past President. The past president shall serve as the chairman of the nominating committee. They shall be responsible for any proposed revisions of the constitution or by-laws, and present any changes at the Fall meeting of the board of directors. They shall give copies of the constitution to all new board members. The past president shall assist the president and board of directors in all constitutional procedures. The past president will be responsible for the coordination of the leadership luncheon at the annual conference. The past president shall serve for a two year term.
- 713.0 President. The president shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. The president shall preside at all meetings of the members and of the board of directors. The president may sign, with the secretary or any proper officer of the corporation authorized by the board of directors, any deeds, mortgages, bonds, contracts, or other instruments which the board of directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the board of directors or by these by-laws or by statute to some other officer or agent of the corporation; and in general perform all duties incident to the office of president and such other duties as may be prescribed by the board of directors from time to time.

- 714.0 President-elect. In the absence of the president or in the event of the president's inability to act or refusal to act, the president-elect shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all restrictions upon the president. The president-elect shall perform such other duties from time to time that may be assigned by the president or the board of directors.
- a. Nomination Procedure For the President-Elect Position
1. The notice of position vacancy will be announced to the membership by January 15 of the election year. The announcement will be posted on the MIAAA website and the MIAAA electronic newsletter
  2. This notice may be supplemented with local correspondence by the District Representatives
  3. Any applicant must forward a one page resume to their District Representative for their endorsement by February 1 of the election year
  4. All nominations must be forwarded to the Past President by February 15 of the election year for preparation of the ballot
  5. District Representatives may caucus if more than one nomination is made to determine whether to nominate more than one candidate
- 715.0 Secretary. The secretary shall keep the minutes of the meeting of the members and of the board of directors in one or more books, provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provision of these by-laws; and in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the board of directors. The secretary shall conduct meetings in the absence of the president or president-elect. The secretary shall be responsible for preparing a report of all district caucuses and prepare a report for the Fall meeting listing actions and recommendations taken at such causes.
- 716.0 Treasurer. If required by the board of directors, the treasurer shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties as the board of directors shall determine. The treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation, receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such bank, trust companies, or other depositories as shall be selected in accordance

with the provisions of By-law 1100; and in general, perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned by the president or by the board of directors. The treasurer shall provide a written financial statement to the board of directors at the Fall meeting and give a financial report at the annual conference meeting. The treasurer shall make all financial records available for the annual audit.

717.0 State Executive Director (4/5/11)

The position of Executive Director of the Missouri Interscholastic Athletic Administrator Association (MIAAA), will be a voting member of the Board of Directors and will be appointed by the President and approved by the Board of Directors. Said approval should be part of the April business meeting (The current Executive Director should abstain from this vote.) The Executive Director's term shall be from June 1<sup>st</sup> through May 30<sup>th</sup>.

a. Purpose: The Executive Director will help maintain continuity of the MIAAA, develop alliances with other organizations and support the mission of the MIAAA.

b. Applicant Requirements:

- \* Must have served or is currently serving as an athletic administrator.
- \* Current member of MIAAA
- \* Current member of NIAAA

c. Responsibilities to include:

- \* Develop and maintain MIAAA website
- \* Maintain and Increase Corporate Sponsors for MIAAA
- \* Attend all MIAAA Board of Director meetings
- \* Shall assist or seek the assistance of officers and members, when applicable, to fulfill needs of the organization."

d. The Executive Director shall attend the following:

1. MIAAA Spring Conference
2. NIAAA Conference
3. NEDC (National Executive Director Committee) meeting in the summer
4. Attend the MSHSAA Fall workshop and sportsmanship summit

e. Compensation:

The MIAAA is responsible for registration and travel expenses for the Executive Director to attend the following:

1. MIAAA Spring conference
2. NIAAA Conference
3. NEDC annual meeting in the summer

If the Executive Director is not a current athletic administrator or their school district does not cover expenses for the MSHSAA Fall workshop and Sportsmanship summit, the MIAAA will reimburse for these expenses. *(Continued Pg. 10)*

There will be a \$500 stipend per year for miscellaneous expenses as it relates to the responsibilities of the position. This stipend will be paid June 1<sup>st</sup>. (4/14)

BY-LAW 800 – JOB DESCRIPTION FOR DISTRICT DIRECTORS

- 810.0 Attend all meetings of the board of directors called by the president.
- 811.0 Assist in recruiting all possible athletic administrators in the district to become members of the association.
- 812.0 Conduct district meetings annually.
- 813.0 Coordinate the selection of their district athletic director of the year and nominations for all other awards.
- 814.0 Secure a district door prize to be presented at the conference luncheon, and assist in getting other prizes for the regular door prize drawing. Provide district new items to the public relations coordinator

BY-LAW 900 – JOB DESCRIPTION FOR NON-VOTING MEMBERS SERVING THE BOARD OF DIRECTORS

- 815.0 Awards Coordinator.
  - a. The awards coordinator shall be appointed by the president with the approval of the board of directors.
  - b. Chair all awards committee meetings
  - c. Oversee the awards program from nomination to selection process.
  - d. Revise and update nomination forms in each of the respective award categories.
  - e. Correspond with all committee members as to their job responsibilities.
  - f. Send nomination forms to each awards committee member with designated return date.
  - g. Send nomination form to board of directors for nomination of individuals who have received the District Athletic Director of the year, but who have not received the MIAAA State Athletic Director of the Year.
  - h. Keep an accurate record of returned nominations categorized by district and type of award. *(Continued Pg. 11)*

- i. After receiving the district athletic director of the year nominations, and any nominations of previous district athletic directors of the year, a ballot listing all nominations shall be provided to the board of directors for voting for the MIAAA Athletic Director of the Year. In case of a tie vote, the awards coordinator shall cast the deciding vote. Ballots must be returned by designated date. Ballots not returned by designated date will not be counted in the vote.

816.0 Conference Coordinator.

- a. The conference coordinator shall be appointed by the president with the approval of the board of directors.
- b. Develop a favorable relationship with conference site staff to ensure a smooth conference.
- c. Assist with the development of the conference program.
- d. Coordinate room assignments for the board of directors meetings, guest speakers, MSHSAA staff, and assign meeting locations for all conference activities.
- e. Responsible for the menu for all conference meals and coffee breaks.
- f. Make recommendations to the board of directors for the conference registration fee, activities for spouses, individual banquet and luncheon tickets, and all other costs of conference activities.
- g. Secure all audio-visual equipment and materials needed for speakers and workshop participants.

817.0 Exhibitor Coordinator.

- a. The exhibitor coordinator shall be appointed by the president with the approval of the board of directors.
- b. Maintain up-to-date records and mailing list of previous exhibitors.
- c. Design promotional materials to solicit new exhibitors for the annual conference.
- d. Prepare and mail conference registration materials to exhibitors.
- e. Assist exhibitors in registering for the conference.
- f. Be in charge of security to protect exhibit hall during the conference.
- g. Secure door prizes from exhibitors for door prize drawings.
- h. Preside over all exhibitors and be responsive to all complaints and suggestions.
- i. Submit a list of all exhibitors to the board of directors and conference attendees.
- j. Collect all exhibitors fees and forward to the treasurer

818.0 Membership Coordinator.

- a. The membership coordinator shall be appointed by the president with the approval of the board of directors.
- b. Prepare membership forms to be printed in the MSHSAA Journal by designated deadline.
- c. Mail membership forms to all athletic directors in the state each year no later than October.
- d. Receive membership dues and mail membership cards.
- e. Send checks and membership update to the treasurer at mutually agreed times.
- f. Keep accurate records of all memberships and years of service for awards.
- g. Keep a register of the post office address of each member.

819.0 MSHSAA Executive

- a. Keep the board of directors up-to-date concerning activities of the MSHSAA and areas where the MIAAA might assist in supporting the interscholastic activities program.
- b. Inform the association of the deadlines for furnishing information to be printed in the MSHSAA Journal.
- c. Coordinate the printing of membership information, conference registration materials, and the conference and banquet programs. Registration information will be mailed to member schools in January.
- d. Suggests ways to help foster favorable relationships with the MSHSAA board of directors.

820.0 Public Relations Coordinator

- a. The public relations coordinator shall be appointed by the president with the approval of the board of directors.
- b. At the discretion of the board of directors publish newsletters to be distributed to members schools highlighting MIAAA activities.
- c. Collect worthy news items to be published in the MSHSAA Journal and newsletters.
- d. Conduct the conference evaluation survey and report the finding at the Fall meeting of the board of directors.

821.0 Retired Members Coordinator

- a. The retired members coordinator shall be appointed by the president with the approval of the board of directors.
- b. Be the liaison person for all retired athletic administrators.
- c. Responsible for all correspondence related to membership and the annual conference.
- d. Plan, develop, and organize a social activity for retired members attending the annual conference.
- e. Assist in the organization and sale of 50/50 tickets.

822.0 Professional Development Committee Chairperson (4/12/01)

- a. The state leadership training coordinator for the NIAAA Leadership Training Program shall serve as the Chairperson of the Professional Development Committee.
- b. The leadership training coordinator shall be appointed by the president with the approval of the board of directors.
- c. The LTC training coordinator shall be responsible for all aspects of the Leadership Training Program in the state.
- d. With the approval of the board of directors, appoint a committee to assist in the organization and implementation of the professional development activities of the MIAAA.

823.0 Coordinator of Coaches Education

- a. The Coordinator of Coaches Education will be responsible for all communications with the NFHS.
- b. Shall also inform member Athletic/Activities Directors of opportunities for coach's education and encourage members to further their coaches educational opportunities by taking NFHS courses. (4/14)

BY-LAW 1000 – COMMITTEES

1010.0 Committees. The board of directors by resolution adopted by a majority of the directors in office, may designate one or more committees, each of which shall consist of two or more director, which committees, to the extent provided in said resolution, shall have and exercise the authority of the board of directors in the management of corporation; but the designation of such committee and the delegation thereto of authority shall not operate to relieve the board of directors, or any individual director, of any responsibility imposed upon it by law.

1011.0 Standing Committees.

- a. Nominating Committee. The nominating committee shall consist of the 14 members of the board of directors with the chairman being the immediate Past President. They shall recommend at least two competent candidates for each office two weeks prior to the annual meeting. In preparing a slate of candidates for office, the candidates for president-elect shall not be from the same district of the MSHSAA president.
- b. Awards Committee. The purpose of the awards committee shall be to provide a procedural process to award individuals in and outside the field of athletic administration, honoring recipients for their contribution to activities and athletics.
- c. Professional Development Committee (4/12/01). The purpose of the professional development committee shall be to provide professional development opportunities for athletic administrators. This includes but is not limited to the NIAAA Leadership Training Program. To serve on this committee a member should be certified as an instructor in the Leadership Training Program. Committee members are appointed by the Chairperson with the approval of the Board of Directors.

1012.0 Other Committees. Other committees not having and exercising the authority of the board of directors in the management of the corporation may be designated by a resolution adopted by a majority of the directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the corporation, and the president of the corporation shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgement the best interests of the corporation shall be served by such removal.

1013.0 Term of Office. Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until a successor is appointed, unless the committee shall be sooner terminated or unless such member be removed be removed from such committee, or unless such member shall cease to qualify as a member thereof.

1014.0 Chairman. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

1015.0 Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

1016.0 Quorum. Unless otherwise provided in the resolution of the board of directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

1017.0 Rules. Each committee may adopt rules for its own government not inconsistent with the by-laws, or with rules adopted by the board of directors.

#### BY-LAW 1100 – FISCAL POLICY

1110.0 Contracts. The board of directors may authorize any officer or officers agent or agents of the corporation, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to special instances.

1111.0 Checks, Drafts, Etc. All checks, drafts, or order for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the board of directors. In the absence of such determination by the board of directors, such instruments shall be signed by the treasurer and countersigned by the president or president-elect of the corporation.

1112.0 Dues and Fees. Annual dues, registrations and exhibitors fees shall be established each year by the board of directors.

1113.0 Deposits. Income from gifts, donations, interest, sponsored activities and/or other income sources shall be deposited in such banks, trust companies, or other depositories as the board of directors may select.

1114.0 Expenditures.

- a. All expenditures must be approved by the board of directors, and normal accounting procedures shall be followed.
- b. The board of directors may approve the cost of having the treasurer bonded.
- c. Organization dues to the NIAAA must be approved by the board of directors. *(Continued Pg. 16)*

- d. Board of directors will determine which expenses shall be reimbursed while attending all board of directors meetings, except the conference meeting.
- e. All expenses of the president and lodging, transportation and registration fees shall be paid by the association to the NIAAA conference for the past president, president-elect, Executive Director, secretary, treasurer, conference coordinator, exhibitors coordinator, NIAAA state liaison and awards coordinator. The board of directors may approve specified expenses for other members serving the board that attend the national conference.

## BY-LAW 1200 – AWARDS

### 1210.0 Awards Committee Responsibilities

- a. Review nomination form before sending out to members.
- b. Establish procedural dates for submission of nominations.
- c. Recommend award recipients to board of directors.
- d. Review type of awards and number to be presented.
- e. Maintain accurate records of all awards by year and category.

### 1211.0 Types of Awards

- a. MIAAA Athletic Director of the Year
  - 1. Must have 5 years experience as an athletic administrator, including current year.
  - 2. Must have been selected as District Athletic Director of the Year in current or previous years.
  - 3. Previous District Athletic Director of the Year candidates must be re-submitted to be considered. Any member of the board of directors may nominate one of these individuals. Up-dated credentials must be submitted with nominations.
  - 4. Must be a MIAAA member the previous year of nomination.
  - 5. Must be a current member of the MIAAA
- b. MIAAA District Athletic Director of the Year.
  - 1. Must have 5 years experience as an athletic administrator, including current year.
  - 2. Must be a MIAAA member the previous year of nomination.
  - 3. Must be a current member of MIAAA
  - 4. Nominations should include photograph, biography, honors and awards, services to the community, and significant achievements toward school, community and district.

- c. MIAAA 10 Year Certificate of Merit.
  - 1. Member of MIAAA previous year of nomination.
  - 2. Current member of MIAAA.
  - 3. Minimum of 10 years as an athletic administrator.
  
- d. MIAAA 15 Year Certificate of Merit.
  - 4. Member of MIAAA previous year of nomination.
  - 5. Current member of MIAAA.
  - 6. Minimum of 15 years as an athletic administrator.
  
- e. MIAAA 20 Year Certificate of Merit.
  - 7. Member of MIAAA previous year of nomination.
  - 8. Current member of MIAAA.
  - 9. Minimum of 20 years as an athletic administrator.
  
  
- f. MIAAA 25 year Certificate of Merit.
  - 1. Member of MIAAA previous year of nomination.
  - 2. Current member of MIAAA.
  - 3. Minimum of 25 years as a coach/athletic administrator with a minimum of 5 years as an athletic administrator.
  
- g. MIAAA - Distinguished Service Award
  - 1. Presented to individuals outside the field of interscholastic athletic administration in recognition of their services to interscholastic athletics and activities.
  - 2. Limited to two individuals per district per year.
  - 3. Recipients will receive an engraved plaque and 2 tickets to the conference banquet.
  
- h. NIAAA - State Award of Merit
  - 1. Presented to an NIAAA member in conjunction with the NIAAA for outstanding leadership and meritorious achievement in athletic administration.
  - 2. Member of MIAAA and NIAAA previous year.
  - 3. Member of MIAAA and NIAAA current year.

- i. NIAAA – Distinguished Service Award.
  - 1. Presented by NIAAA to recipients in recognition of their length of service, special accomplishments and contributions to athletic administration at the local, state, and national levels.
  - 2. Member of MIAAA and NIAAA previous year.
  - 3. Member of MIAAA and NIAAA current year.
  
- j. President’s Plaque and Ring
  - 1. A plaque will be presented to the outgoing president of the MIAAA during the annual conference at the business meeting by the immediate past president.
  - 2. A MIAAA ring will be presented to the outgoing president during the annual conference luncheon by the president-elect.
  
- k. The Gerald Linneman Award
  - 1. Nomination of candidates will be made by MIAAA Board of Directors and Officers.
  - 2. The person must be or have been a member in good standing of the MIAAA.
  - 3. The person must have served as a coach, athletic administrator, school administrator, or school administrator involved with the school(s) athletic program, for a minimum of 25 years.
  - 4. The person must display characteristics commensurate with those exhibited by Gerald Linneman, i. e. high principles, ethics, integrity, long and diligent service, dedication to interscholastic sports and a deep love and devotion to athletes who participated in sports of all levels.
  - 5. The final selection of the award recipient will be voted on by a committee composed of the MIAAA Past President, the MIAAA President, the MIAAA Secretary, the MIAAA Treasurer, the Second Past President, the Retired AD liaison, the Executive Director and the Awards Coordinator.

BY-LAW 1300 – CERTIFICATE OF MEMBERSHIP

1310.0 Certificate of Membership. The board of directors may provide for the issuance of certificates evidencing membership in the corporation, which shall be in such form as may be determined by the board. Such certificates shall be signed by the president or the president-elect and by the membership coordinator. The name address of each member and the date of issuance of the certificate shall be entered on the records of the

corporation. If any certificates shall become lost, mutilated or destroyed, a new certificate may be issued therefore upon such terms and conditions as the board of directors may determine.

#### BY-LAW 1400 – BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, board of directors, and committees having any of the authority of the board of directors and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member or attorney for any proper purpose at any reasonable time.

#### BY-LAW 1500 – WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Non-Profit Corporation Act of Missouri or under the provision of the articles of incorporation or by-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein shall be deemed equivalent to the giving of such notice.

#### BY-LAW 1600 – AMENDMENTS TO BY-LAWS

- 1610.0 Initiation of Amendments. Amendments may be proposed by the board of directors or by petition signed by ten percent of the active membership and given to the board of directors at least sixty days prior to any regular meeting.
- 1611.0 Amendments. Amendments to the by-laws shall be referendum of the members present at a regular meeting of the association.
- 1612.0 Adoption. Adoption of amendments shall be by simple majority of voting members at any regular meeting.
- 1613.0 The board of directors shall be authorized to make editorial changes in the by-laws that do not change the intent of the by-laws.

Updated April, 2014