

Southwest Ohio Athletic Directors Association

Constitution & Bylaws

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THE CONSTITUTION & BYLAWS OF THE SOUTHWEST OHIO ATHLETIC DIRECTORS ASSOCIATION

ARTICLE I – ORGANIZATION

This organization shall be known as the Southwestern Ohio Athletic Directors Association (SWOADA).

ARTICLE II – PURPOSE

The purpose of this Association shall be:

- 2.1 To foster high standards of achievement and ethics in interscholastic athletics.
- 2.2 To promote better public relations and sportsmanship between schools.
- 2.3 To provide for an exchange of ideas and a better understanding of the administration of high school athletics.
- 2.4 To promote goodwill and fellowship among the athletic directors of Southwest Ohio.
- 2.5 To cooperate with and promote all activities of the Southwestern District Athletic Board.
- 2.6 To cooperate with and promote all activities of the Ohio High School Athletic Association.
- 2.7 To cooperate with and promote all activities of the OIAAA, NIAAA, and National Federation.

ARTICLE III – MEMBERSHIP

3.1 ACTIVE

Open to all that are employed on a full or part-time basis by a school district in Southwest Ohio and has among his/her responsibilities some segment of the administration or coordination of the interscholastic athletic program of that school or district.

3.2 RETIRED

Open to any retired member who has been an athletic administrator.

3.3 ALLIED

Open to individuals not meeting the criteria for active membership, but interested in supporting the SWOADA.

3.4 HONORARY

Bestowed on individuals nominated and approved by the Executive Committee. There shall be no dues or voting privilege for such a member.

3.5 MEMBERSHIP RENEWAL

Membership expires July 31 of each year and renewal of membership is open immediately following this date. Application for renewal shall be made to the Treasurer and shall be considered active immediately upon acceptance of fee.

ARTICLE IV – OFFICERS

4.1 OFFICERS

The officers shall be Past President, President, President-Elect, Secretary, Treasurer and executive committee at-large appointments.

4.2 PRESIDENT

- 4.21 The president shall preside at all meetings of the association as the chief executive officer.
- 4.22 Shall have the power to appoint special committees for the purpose of improving the association.
- 4.23 Shall represent, or delegate, the association at all OIAAA meetings.
- 4.24 Shall call special meetings with the approval of the officers.
- 4.25 Shall represent, or delegate, the association at other times when requested or needed.
- 4.26 Shall be responsible for meeting deadlines, nominating SWOADA and OIAAA nominees, and other functions with the OHSAA, OIAAA, or NIAAA by the effective deadlines.
- 4.27 Shall notify, or delegate the responsibility for notifying, the involved members of all meetings prior to the active meeting time and place.
- 4.28 Shall take office following the annual spring meeting for a period of two years.
- 4.29 Shall have the power to fill vacancies created on the Executive Committee.

4.3 PAST PRESIDENT

- 4.31 Upon completion of his/her term of Presidency, the Past President shall serve as an advisor and will assist the President in any matters requested and will have voting privileges.
- 4.32 Assist in the annual revision of the SWOADA notebook and manual.

4.4 **PRESIDENT-ELECT**

- 4.41 Shall perform the duties of the President in his/her absence or inability to act.
- 4.42 Shall assist the President in any matters necessary.
- 4.43 Shall attend meetings upon request.
- 4.44 Shall be a voting member on the Executive Committee.
- 4.45 Shall become President after the current President completes the term.
- 4.46 The President-Elect shall take office of President following the Annual Spring meeting.

4.5 **SECRETARY**

- 4.51 Shall be responsible for the release of publicity concerning the Association.
- 4.52 Shall take official minutes of all Executive Committee meetings.
- 4.53 Shall take official minutes of all SWOADA business meetings.
- 4.54 Shall handle all communication on behalf of the Association.
- 4.55 Shall check attendance of those present at all Executive Committee Meetings.
- 4.56 Shall maintain a current notebook file with official minutes, other Executive Committee information, present membership information, copy of the present constitution & bylaws, and other pertinent information.
- 4.57 Shall assist in the annual revision of the notebook-manual with the Past President and newly elected Secretary.
- 4.58 Shall take office of the President-Elect following the annual spring meeting.

4.6 **TREASURER**

- 4.61 The Treasurer is directed by the Executive Committee to officially act as Treasurer for the SWOADA and to perform such duties as applies and to account for all treasury funds.
- 4.62 Shall receive all monies of the Association.
- 4.63 Shall keep an accurate account and be responsible for the transfer of all records and money to their successor.
- 4.64 Shall write and issue checks for approved payments.
- 4.65 Shall receive and financially account for all incoming checks and monies as needed.
- 4.66 Shall receive membership dues and maintain a membership directory.
- 4.67 Shall be subject to an annual audit by the Executive Committee.
- 4.68 Shall be appointed by the Executive Committee and will be on the Executive Committee with voting privileges.

4.7 **EXECUTIVE COMMITTEE**

- 4.71 Shall consist of the President, President-Elect, Secretary, Treasurer, Immediate Past President, one retired at-large members, two active at-large members, and one middle school at-large member.
- 4.72 Shall convene at the request of the President.
- 4.73 Duties of executive committee members:
1. Attend all executive committee meetings.
 2. Assist president in any matter deemed necessary.
 3. Assist the SWOADA in all matters pertaining to the operation of the organization.
 4. Directly assist in the regularly scheduled meetings.
 5. Encourage and promote SWOADA, OIAAA, and NIAAA.
 6. Assist in all nominating processes.
 7. Assist in the annual audit of the Association's financial records.
- 4.74 Qualifications for at-large representative appointments:
1. At-large Executive Committee members shall be appointed by the President with approval of the other active Executive Committee members at the Annual Spring Meeting.
 2. The President will attempt to appoint with school classification, geographical location, willingness to serve and available personnel as criteria to be used in their appointments.
 3. At-large appointees will serve on the Executive Committee for two years.

4.8 TERMS OF OFFICE

- 4.81 The term of office for newly elected or appointed officers should take place at the conclusion of the Annual Spring Meeting.
- 4.82 For additional appointees by the Executive Committee; their terms may start immediately upon approval, if not confirmed at the Annual Spring Meeting.
- 4.83 The length of term of office shall be for a period of two years – for a total of eight years.
- 4.84 Term transition shall take place at the end of the Annual Spring Meeting.
1. President becomes immediate Past President.
 2. President-Elect becomes President
 3. Secretary becomes President-Elect
 4. Newly elected Secretary takes office.

4.9 VACANCIES

If any office or appointment is vacated, the officers shall appoint a person to complete the term of said office.

ARTICLE V – SCHOLARSHIPS

5.1 Eligibility for SWOADA Scholarship

To be eligible to receive a SWOADA Scholarship, the applicant must be the son/daughter of an Active or Retired Athletic Administrator who is also a current member of the SWOADA.

5.2 The amount of the scholarships paid out on a yearly basis by the SWOADA shall not exceed \$1,500.

5.3 High School Seniors will be given priority, however college eligible students may apply. If the number of high school applicants exceeds three, college students applying in the same year will not be eligible.

5.4 The Executive Committee will select the scholarship winner(s) based on the overall qualifications (*point-valued rubric*) and need of the applicants.

5.5 Scholarship payment will be made to the student and/or parent upon verification of tuition payment.

- 5.6 Applicants may not be a previous SWOADA Scholarship recipient, but may be a college undergraduate student.**

ARTICLE VI – CONSTITUTIONAL ADOPTION/REVISION

- 6.1 This Constitution and Bylaws shall be approved by a simple majority of voting members of a regular meeting.
- 6.2 The Constitution and Bylaws of this Association shall be reviewed annually.
- 6.3 Any member in good standing may submit amendments in writing to the Secretary thirty (30) days prior to a regular meeting or a special meeting called by the President. Those shall be voted upon at the next regular meeting. Approval of the amendments require a two-thirds majority vote of the members present.