

02. EXECUTIVE BOARD, REPRESENTATIVE BOARD & OFFICERS

02.1 Executive Board

02.11 The administration of this Association shall be vested in the Executive Board consisting of the officers of the Association, which include the President, President-Elect, Vice President, Immediate Past-President, Secretary, Treasurer and State Liaison to NIAAA.

02.12 The Executive Board of this Association shall determine the projects, establish committees, and provide for necessary expenditures.

02.13 Ex-Officio members shall include (Staff Positions)

- 02.131 Executive Director of this Association
- 02.132 Associate Executive Director of this Association
- 02.133 Administrative Assistant

02.14 A quorum of the Executive Board shall consist of a majority of members.

02.2 Representative Board

02.21 Duties

02.211 The legislative body of this Association is the Representative Board, which shall consist of:

- 02.2111 One delegate from each Chapter
- 02.2112 Members of the Executive Board
- 02.2113 Committee Chairpersons

02.212 Ex-Officio (non-voting)

- 02.2121 One officer of the NYS COA
- 02.2122 One representative of the NYSPHSAA
- 02.2123 One representative of the NYS Education Department
- 02.2124 One representative of the NYS Superintendents' Association
- 02.2125 One representative of the CHSAA

02.22 A Chapter shall consist of the following:

02.221 The geographic territory and school districts within the boundaries of each of the eleven Sections of the NYSPHSAA and CHSAA

02.222 Geographic Locations of Chapters

- Chapter 1 - Lower Hudson Valley
- Chapter 2 - Capital District
- Chapter 3 - Central New York Area
- Chapter 4 - Southern Tier Area
- Chapter 5 - Genesee Valley Area
- Chapter 6 - Western New York Area
- Chapter 7 - Champlain Area
- Chapter 8 - Nassau County

02.23 Delegates to the Representative Board shall be individual members of this Association in good standing.

02.24 Each board member shall have one vote.

02.25 A quorum of the Representative Board shall consist of one officer and a majority of members present.

02.3 President

02.31 Duties

1. Shall be elevated from the office of President-Elect.
2. Shall preside at all meetings of the Representative Board and the Executive Board.
3. May call special meetings of the Executive Board when deemed necessary.
4. Shall appoint committee chairpersons.
5. May appoint ad hoc committees when deemed necessary.
6. Shall be responsible for preparing meeting agendas with Executive Director.
7. Shall approve all non-budgeted expenditures.
8. Shall be the official representative of the Association, or appoint a representative, upon accepting an invitation for the NYSAAA to be represented on a committee or organization outside the Association.
9. Shall communicate in writing to Chief School Officer of any new member of the Representative Board.
10. Representation at the NIAAA Conference.
11. Is responsible for all aspects of the program at the annual conference.
12. Shall maintain a notebook of pertinent tasks, projects and procedures to be submitted to the next President.

02.32 Timeline/Checklist

March

- Attend pre-conference meeting with hotel.
- Passing of the gavel from current President to new President.
- Give Presidential Acceptance speech at annual meeting.
- Make contact with potential helpers for following year's conference.
- Meeting with conference planner to review comments and evaluation forms.

April

- Conference planning meeting to establish roles, responsibilities, timeline, and review format for conference.
- Finalize president's message for spring newsletter.

May/June

- Prepare report for NYSPHSAA meeting.
- Conference planning meetings to detail planning and prepare a draft for distribution at the Spring Executive Board meeting.
- Prepare President's Report for Executive Board Meeting.
- Report and distribute draft of conference at the Executive Board meeting.

August

- Prepare a report and attend the NYSPHSAA summer meeting.
- Prepare an article for back-to-school newsletter (approx. August 15).

September

- Conference planning meeting to update conference program and prepare a draft for Fall Representative Board meeting.
- Representative Board meeting.
- Prepare article for fall newsletter (approx. mid-October).
- Prepare conference draft for Representative Board meeting.
- Prepare a report and attend the NYSPHSAA meeting.

November

- Conference planning meeting.

December

- Attend national conference. Attend meeting for state presidents.
- Announce door prize winner at annual meeting of the National Conference.
- Prepare "Welcome Message from President" for conference program.
- Prepare article for winter (pre-conference) newsletter (approx. January 1)

January

- Winter Executive Board meeting and report.
- Prepare conference draft for Executive Board meeting.
- Prepare a report and attend the NYSPHSAA meeting.

February

- Conference planning meeting.
- Prepare reports for conference opening session, Representative Board meeting, President's Report at the annual meeting, and conference acknowledgements.
- Prepare conference script.
- Plan for conference, luncheon and banquet programs.

March

- Attend pre-conference meeting.
- Conference.

02.33 President's Plaque

Effective 1983, a President's Plaque is to be presented to the out-going

President at the State Conference during the Annual Meeting by the incoming President.

02.34 President's Ring

Effective 1991, the Association will provide a President's ring to be presented to the out-going President during the Conference Representative Board meeting.

02.4 President-Elect

02.41 Duties

1. Shall be elevated from the office of Vice President.
2. Shall become President.
3. Assume the duties of the President in his/her absence.
4. Shall work with the President to maintain an ongoing program and smooth transition of office in line with the objectives and programs of the NYSAAA.
5. Shall assist the President in any matters deemed necessary.
6. Shall work with the Vice President to maintain an on-going program and smooth transition of office in line with the objectives and programs of the NYSAAA.
7. Shall maintain a notebook of pertinent tasks, projects and procedures to be submitted to the next President-Elect.
See annual conference duties.
8. Board liaison to Chapter Membership Committee & Chair.
9. Organize and conduct the leadership workshops and orientation meetings annually for chapter reps and committee chairs.

02.42 Timeline/Check List

September

- Contact the Executive Director for updated lists of State Committee Chairpersons.
- Contact Executive Director for updated list of Representative Board.
- Fall Representative Board Meeting – Organize & Conduct Board Workshop and Orientation Meeting.

February

- Prepare speech for Presidential Acceptance.
- Develop comment and evaluation form for annual meeting at upcoming conference.
- Winter Executive Board Meeting

March

- Conference Executive Board, Representative Board and Annual Meetings
- Accept the Gavel from outgoing President and deliver acceptance speech
- Meet with planning team regarding next year's conference
- Survey conference attendees to evaluate conference and prepare for

- next year's conference
- Attend the NIAAA Section 1 meeting

02.5 Vice President

02.51 Duties

1. Shall be elected annually by the Representative Board.
2. Shall become President-Elect.
3. Shall assume the duties of President in the absence of both the President, and President-Elect.
4. Shall serve as the liaison between the Executive Board and the state committee chairpersons.
5. Shall work with the President and President-Elect to maintain an ongoing program and smooth transition of office in line with the objectives and programs of the Association.
6. Shall be responsible for the Leadership agenda and meetings held annually at the State Conference.
7. Shall serve as the liaison between the Executive Board and the State Committees.
8. Shall work with the President to maintain an on-going program and smooth transition of office in line with the objectives and programs of the NYSAAA.
9. Shall maintain a notebook of pertinent tasks, projects and procedures to be submitted to the next Vice President.
10. Shall review and offer suggestions for updates at the September/October Representative Board meeting of the P.O.P. Manual in conjunction with the Executive Director.
11. Shall assist the President Elect in organizing and conducting the Fall Board workshop & orientation meetings.

02.52 Timeline/Check List

March (after being selected)

- Begin review of P.O.P Manual

May/June

- Spring Executive Board Meeting

September/October

- Contact Executive Director of updated list of Representative Board.
- Communicate with committee chairs
- Fall Representative Board Meeting (Meet with Committee Chairs & report to board)
- Review P.O.P. Manual with new Representative Board members
- Assist the President Elect in conducting the Board Workshop & Orientation meetings

December/January

- Continue to review P.O.P Manual
- Attend National Conference, if possible

February

- Spring Executive Board Meeting
- Make recommendations for changes & updates in the P.O.P. Manual to the Executive Board

March (following year)

- Meet with Chapter Committee Chairs & Report to the Board
- Be responsible for organizing and conducting the Leadership Forum (if one is scheduled at the conference)

02.6 Secretary

02.61 Duties

1. Shall be elected during **ODD** years;
2. Shall be responsible for overseeing that a record of all proceedings of the Association takes place, with a review prior to the distribution;
3. Shall act as **parliamentarian** for all meetings;
4. Shall serve as the liaison between the Executive Board and the Chapter Representatives.
5. Shall assist the President Elect and Vice President in organizing and conducting the Fall Board workshop & orientation meetings.

02.62 Administrative Assistant – Shall act as a Recording Secretary for all meetings

1. Shall be responsible for attending and recording minutes for all Executive Board and Representative Board meetings throughout the year;
2. Shall submit minutes to the Executive Director and Secretary for review prior to distributing;
3. Shall distribute minutes to the Executive Board and Representative Board;
4. Maintain and distribute listing of board members and ex-officio members.
5. Shall participate in the annual POP Manual review.

02.7 Treasurer

02.71 Duties

1. Shall be elected during **EVEN** years.
2. Shall receive and disburse funds as authorized by the Executive Board.
3. Shall submit a detailed financial report at all meetings and any

- other time as requested by the President.
4. Shall submit an audited financial statement annually and as directed by the Executive Board.
 5. Upon receipt of approved vouchers/with receipts attached, the Treasurer pays all association operating costs (not associated with annual conference).
 6. The Treasurer will be given a NYSAAA American Express card for NYSAAA business. This credit card will be relinquished upon the completion of his/her duties.

02.72 Timeline/Checklist

- Develop and present a detailed Treasurer's Report at all meetings.
- Present detailed Treasurer's Report at Annual Meeting.
- Shall work with Administrative Assistant on all conference finances.

02.8 Immediate Past-President

02.81 Duties

1. Shall succeed to the office immediately following his/her term of President.
2. Shall act as an officer of the NYSAAA and as a member of the Executive Board.
3. Shall act as an immediate advisor to the President and host the Past-Presidents' luncheon at the annual conference.
4. Shall preside over the Executive Board in the absence of the President, President-Elect, and Vice President.
5. Shall act as chairperson for the nominating committee for Vice President, Secretary and Treasurer.
6. The Nominating Committee shall consist of the three most recent past presidents based on their availability.
7. Nominating Committee conducts interviews of Vice President candidates at the annual conference and makes a recommendation to the Representative Board.

02.9 NIAAA State Liaison – The State Liaison shall be appointed by the Executive Board at their discretion by a majority vote.

02.91 Job Description

Each state athletic administrators association which holds organizational membership in the Association shall select one person from among its members to serve as their liaison (corresponding secretary) to the NIAAA for the purpose of coordinating all communications between the NIAAA and his/her state athletic administrators association. Where state athletic administrator associations have appointed Executive Directors, it

will be necessary for the Executive Director and Liaison to coordinate these duties within the respective state.

NOTE: It would be beneficial if the liaison could serve a multi-year term to facilitate continuity and record keeping activity.

02.92 Duties and Responsibilities

Among the communication items of that will be processed through the NIAAA state liaison are:

- 1) Attend the Section Meeting at both national conference and during the spring meetings held within the Section.
- 2) Attend the Executive Director/Liaison meeting at the national conference.
- 3) Provide according to time schedule the nomination forms and supporting material for the following awards and recognitions.
 - a) Hall of Fame
 - b) Bruce D. Whitehead Distinguished Service Awards
 - c) NIAAA Frank Kovaleski Award
 - d) NIAAA State Award of Merit
 - e) NFHS Citations
 - f) Jim Teff Achievement Recognition
 - g) 15, 20, 25, 30 year certificates, and 35 year plaque (pin for 25 year, and 35 year recipients; deadline for return is April 1).
- 4) Submit to office State Leadership Directory information.
- 5) Direct Student Scholarship/Essay Program in state through notifications, applications, selection timeframe, taking winning application to spring Section Meeting, and ordering awards for state recipients.
- 6) Securing of state news items for IAA magazine and/or NIAAA newsletter.
- 7) Promote NIAAA committee membership and application, and proper recommendations for prospective appointments through May.

- 8) Serve as contact for requested items, pictures, retirees contact information, reports, records, correspondence, and surveys.
- 9) Reinforce proper attendance of State Presidents at national conference meeting of state presidents and have representative at the meeting.
- 10) Coordinate golf tournament hole sponsorship leading up to the national conference.
- 11) Responsible for submitting Professional Outreach Program request form for state effort.
- 12) Selection of delegates and alternates for the Delegate Assembly by October.
- 13) Oversee NIAAA membership promotions, dual, or modified membership initiatives.
- 14) Notify NIAAA of deceased members within respective state.
- 15) Oversee forms, timelines, and deadlines related to the Leadership Training Program and Certification Program offerings.
 - a) Complete form to request to serve as a test site for the CAA exam.
 - b) Complete forms for LTI courses to be offered at the state level.
 - c) Provide payment for LTI manuals as well as the return and reimbursement for unused LTI manuals that are returned.
- 16) Process organizational membership renewal form and dues payment.

02.93 State Liaison and Executive Directors Meeting

- 1) The NIAAA staff will prepare a memorandum to send to each State Liaison and Executive Director as a reminder for both to attend the appropriate meeting at the National Conference.
- 2) The NIAAA shall correspond with states not represented at the meeting.

- 3) The NIAAA shall prepare and send the agenda.

02.10 Chapter Representatives

02.101 Recommended Qualifications

1. A minimum of three (3) years experience as an athletic administrator and has attained at least a minimum Certified Athletic Administrator (CAA) designation from the NIAAA.
2. Proven leadership within league, section, or state organizations.
3. Shall be an individual member of the NYSAAA.
4. Shall be an individual member of the NIAAA.
5. Shall have primary responsibility in athletic administration.
6. Shall have the endorsement of their NYS Chapter.

02.102 Duties

The chapter representative is ultimately responsible to make sure that the individual chapter functions properly, and that chapter committee persons are fulfilling their duties and responsibilities. In order to keep this procedure, it should be clearly understood that state committee chairpersons copy each chapter representative on mailings that are sent to their committee members across the state.

1. Act as the Liaison between the State Association and the local chapter.
2. Attend Chapter and State Representative Board meetings throughout the year.
3. Coordinate meeting facilities for State Meetings if held within their Chapter.
4. To share in the promotion and dissemination of information within their Chapter including the State and National Conferences.
5. Insure that names of qualified people from their Chapter are submitted for National and State Officers and Committee nominations to the State President.
6. Insure that speakers, articles, etc. from Chapter members are solicited for meetings and publications.
7. Insure that a door prize (suggested value of \$100) is available from their chapter at the State Conference.
8. Send a list of possible program moderators and presenters to the Conference Chairperson by November 1st of each year.
9. Assist the President, Executive Director, and Executive Board in all areas of promotion and administration for the State Association.
10. Maintain a current email database for purpose of forwarding information.
11. Promote membership within their respective chapters.
12. Promotes, collects and evaluates the NIAAA Scholar-Essay program nomination forms, and sends his/her Chapter's winning

boy's and girl's form to the NYSAAA Liaison to the NIAAA for state consideration.

02.103 Assistant Chapter Representative

1. Assistant Chapter Representative is a non-voting position.
2. Assist the Chapter Representative in areas deemed necessary for the improved operation of chapter activities and responsibilities.
3. Provide for natural transition to assume the leadership responsibility of a Chapter Representative.
4. Represent the chapter (with voting rights) at meetings when the Chapter Representative is unable to attend.
5. Provide an opportunity for more members to become involved in the management of the association.
6. Provide for greater effectiveness and efficiency of operation at the chapter level.

02.11 Committee Chairs

Is a member of the Representative Board. The President shall appoint the chairperson and co-chairperson of each committee, after consultation with the Executive Director.

02.12 Meetings

All meetings of the Representative Board shall be open. Meetings of the Representative Board shall be held in accordance with the NYSAAA Constitution.

02.111 The Representative Board will meet each fall, in conjunction with the annual state conference in March, and as otherwise needed.

02.112 The Executive Board will meet each year in the fall, winter, spring, at the annual state conference, and as otherwise needed.

02.13 Annual Conference

A state conference shall be held annually.

02.14 Terms of Office

The term of office for Board members begins at the conclusion of the Annual Meeting of the State Conference.

02.15 Parliamentary Procedures

Roberts Rules of Order shall prevail in the parliamentary procedures of meetings of the Representative Board.

02.16 Agendas

Agendas shall be developed by the President with assistance from the Executive Director.

Agendas shall be distributed no later than one week in advance of meetings. The Board is to be advised of any appearances of individuals or groups, and be provided with their background information.

02.17 Travel Expenses

1. The Association will provide appropriate lodging and meals at all approved meetings, except at the annual conference.
2. Travel expenses will use the voucher system at the current IRS rate.
3. The President and/or Executive Director and Treasurer may authorize travel expenses for individuals to fulfill special assignments to represent the association in special matters.
4. Travel expenses will be provided for the NYSAAA President, NIAAA Liaison, NIAAA Past President and Executive Director for the annual National Conference. Travel expenses may include registration, airfare and/or transportation, and room/meals.
5. Travel expenses will be provided for the NIAAA State Liaison, Executive Director, NIAAA Past President and President, Section I and other pre-approved attendees as representatives to the Section I meeting.

02.18 POP Manual Revisions

1. The POLICIES-OPERATIONS-PROCEDURES manual may be revised by a majority vote of the Executive Board at any scheduled Executive Board meeting.
2. The POP Manual shall be reviewed and updated on an annual basis. The revision is facilitated by the NYSAAA Vice President in conjunction with the Executive Director and the Administrative Assistant.
3. A current POP Manual shall be available on the Association's website.

02.19 Qualifications & Election of Vice President

02.191 Duties

1. Shall be elected annually by the Representative Board at the conference Representative Board meeting;
2. Shall become President-Elect;
3. Shall assume the duties of President in the absence of both the President, and President-Elect;
4. Shall work with the President and President-Elect to maintain an ongoing program and smooth transition of office in line with the objectives and programs of his Association;
5. Shall assist the President in any matters deemed necessary;
6. Shall serve as the liaison between the Executive Board and the State Committee Chairs.
7. Shall be responsible for assisting the President Elect in organizing and facilitating the fall Board workshops & orientation meetings.

8. Officers shall be elected by a majority vote of the Representative Board. In the event of a tie, the President shall cast the deciding ballot.

02.192 In the event an officer is no longer qualified or able to serve, the Executive Board shall select a replacement to fill the unexpired portion of the term. All officers must be active or active-retired members of the association.