

Constitution of the Louisiana High School Athletic Directors Association



MISSION STATEMENT

TO PROMOTE HIGH STANDARDS OF ACHIEVEMENT AND ETHICS IN INTERSCHOLASTIC AND EXTRA-CURRICULAR ACTIVITIES AND EMPOWER MEMBERS TO CREATE BETTER RELATIONS AND SPORTSMANSHIP AMNG MEMBER SCHOOLS.

ARTICLE I - PURPOSE

SECTION ONE: The purpose of this association shall be:

- (1) To cooperate with and promote functions of the National Federation of High Schools (NFHS), National Interscholastic Athletic Administrators Association (NIAAAA), Louisiana High School Athletic Association (LHSAA) and the Louisiana High School Coaches Association (LHSCA).
- (2) To provide for an exchange of ideas and a better understanding of the administration of high school athletics through participation in LHSADA State Conference Workshop and Breakout Sessions and through the NIAAA Leadership Training Program, a professional development plan.
- (3) To provide certification of athletic directors through the nationally recognized NIAAA Certification Program that promotes professional standards, encourages self-assessment and maximizes the benefits received by the school community from the leadership provided by certified athletic administrators.

ARTICLE II - MEMBERSHIP

SECTION ONE: The state association shall open to all high school athletic directors and assistant athletic directors in the state of Louisiana.

SECTION TWO: Each member shall be entitled to one vote.

SECTION THREE: To allow invitations to non-voting membership to certain persons whose presence could be of interest and benefit to the association. Admission to the groups shall be by two-thirds vote of the Executive Committee.

SECTION FOUR: Retired members may have full voting privileges. These members may sit on the Executive Committee but may not hold the offices of President or Vice-Presidents. They may hold the office of Secretary or Treasurer. If a member retires while holding the office of President, they may finish their term of office.

ARTICLE III – EXECUTIVE COMMITTEE

SECTION ONE: The Executive Committee shall consist of the officers of the association and the immediate Past-President, who shall serve in ex-officio capacity. The LHSAA Executive Director and his designee shall also serve in an ex-officio capacity. New members of the Executive Committee shall be recommended by a current member and approved by a majority of the existing Executive Committee members. The total number of Executive Committee members may not exceed twenty-five. Non-attendance of an Executive Committee meeting, without notification is grounds for dismissal.

SECTION TWO: The Executive Committee may be convened at the request of the President.

ARTICLE IV - OFFICERS

SECTION ONE: The officers of this association shall be a President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Past President.

SECTION TWO: The president shall serve a two-year term and not be eligible for re-election for the following term. The First Vice-President shall succeed to the office of President in order to retain organizational stability. The Second Vice-President shall succeed the First Vice-President. The Secretary and Treasurer shall be elected to serve the same term as the President and Vice-Presidents. The Immediate Past-President shall serve as the athletic director's representative on the LHSAA Executive Committee. Appointed Officers are the LTC State Coordinators, State Certification Coordinator and NIAAA Liaison. Standing Committees are Budget, Membership, Awards, and School Relations.

ARTICLE V – DUTIES OF OFFICERS AND COMMITTEES

SECTION ONE: As chief executive officer, the President shall preside at all meetings and shall appoint all standing and special committees.

SECTION TWO: If any office is vacated, the Executive Committee shall appoint a person to fill the term of said officer.

SECTION THREE: The President shall be responsible for the release of publicity concerning this association.

SECTION FOUR: The First Vice-President shall assist the President at all meetings and shall assume the duties of the President in his/her absence. He/she shall review all financial records and assist the Treasurer, if needed.

SECTION FIVE: The Second Vice-President shall assist the First Vice-President and shall be available to assist the Secretary, if needed.

SECTION SIX: The Secretary shall keep a record of the proceedings of all meetings and assist the President in disseminating pertinent information to the membership.

SECTION SEVEN: The Treasurer shall receive all monies of the association, keep an accurate account, and be responsible for the transfer of all records and money to his successor. All checks should have at least two signatures. A written check request along with a bill or receipt must be submitted prior to the issuing on any check.

SECTION EIGHT:

LTC State Coordinators:

- Identify/recommend certified state presenters
- Assist in developing LTP presentation faculty
- Outline course offerings available in the state
- Process all orders for LTP courses
- Communicate to national office those who successfully complete LTP courses
- Keep records of state LTP course offerings and attendance
- Responsible for all financial aspects of offering the program
- Leadership Training Sanctioning Form
- State coordinators meet twice annually; once during the NFHS National Conference and again during a fall planning meeting

State Certification Coordinator:

- Should be a Certified Athletic Administrator (CAA) and Certified Test Administrator (CTA) with a commitment to professional development.
- Regularly communicate and plan jointly with state coordinators and promote all professional development
- LTC Instructors will receive 20% of their class tuition fee.
- NIAAA LIASON – Will receive and report on all information from the NIAAA

ARTICLE VI - MEETINGS

SECTION ONE: There shall be at least one annual meeting of the membership each year held in conjunction with the LHSAA Convention.

SECTION TWO: Special meetings may be called by the President, subject to approval by the officers.

SECTION THREE: The Executive Committee shall meet a minimum of four times yearly.

ARTICLE VII – DUES AND FEES

SECTION ONE: The annual membership dues shall be \$40, and shall expire on June 30 of each year.

ARTICLE VIII – STIPENDS/DONATIONS/AWARDS

SECTION ONE:

- The president shall receive \$600 for attendance at the NIAAA National Convention
- The 1st vice-president shall receive \$500 for attendance at the National NIAAA Convention
- LTC State Coordinators shall receive \$500 each (with receipts) for attendance at the fall planning meeting. If the state coordinator is president or 1st vice-president, the convention stipend shall be void.
- State Liaison shall receive \$500 to attend the NIAAA Section 3 Spring Meeting.
- Delegate(s) shall receive \$500 to attend the NIAAA National Convention

SECTION TWO: LHSADA Conference Sessions

- \$100 per session shall be allotted for speakers at the January conference (not to exceed \$400)
- Awards will be given to the AD's of the Year, CAA's president's awards and the State Award of Merit.

SECTION THREE: NFHS

Donations may be made to the NFHS at the discretion of the LHSADA Executive Board

ARTICLE IX – CONSTITUTIONAL REVISION

SECTION ONE: Constitutional Purpose

The Constitution of the Louisiana High School Athletic Director's Association has been developed to best serve the purposes of this organization as outlined in Article I.

SECTION TWO: Amendments

Amendments to the constitution shall be proposed by an Executive Committee member and approved by a two-thirds majority vote of the Executive Committee at the next meeting.

SECTION THREE: Referendum

Amendments may be proposed in writing to the Executive Committee by any active member at least thirty (30) days prior to the next Executive Committee meeting.

SECTION FOUR: Emergency

In the event of an emergency, the President may call a special meeting or he/she may poll the membership. The Executive Committee shall have the power to fill vacancies created on the board or to take any necessary action in the interest of the association in accordance with the Constitution of the Association.