

**MSSADA – MASSACHUSETTS SECONDARY SCHOOL ATHLETIC
DIRECTORS ASSOCIATION**

**CONSTITUTION AND BY-LAWS
NOVEMBER 1981 - REVISED 3/89, 3/91, 3/92, 3/93, 3/98, 3/00, 3/04, 3/06, 9/08,
5/14 & 10/16**

ARTICLE I – NAME

The name of this organization shall be, Massachusetts Secondary School Athletic Directors Association (MSSADA).

ARTICLE II – OBJECTIVES

The purpose of this organization shall be:

1. To improve the educational aspects of interscholastic athletics in the total educational process.
2. To make recommendations to the Massachusetts Interscholastic Athletic Association (MIAA).
3. To promote the five pillars of Educational Athletics – Coaches Education, Community Service, Leadership, Sportsmanship, & Wellness.
4. To study and develop sports' playing rules in order to make them particularly adaptable to high school contests.
5. To foster high standards of professional proficiency and ethics
6. To improve interscholastic athletic understanding and relationships throughout the state of Massachusetts.
7. To establish closer working relationships with related professional groups.
8. To promote greater unity and fellowship among all members via workshops, LTC Offerings, and Annual Conference.
9. To continue to provide opportunities for educational development of athletic directors.
10. To promote National Certification for all our members.

ARTICLE III – OFFICERS AND EXECUTIVE BOARD

Section I – Officers

The officers shall be President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, and Past President.

Their term of office shall commence at the May Executive Board Meeting.

Section II – Executive Board

The Executive Board shall consist of the officers of the MSSADA, the Executive Director, Conference Coordinator, and an elected representative from each district and presidential appointees who will serve as At Large Representatives. Each member of the Executive Board, except the Executive Director, Conference Coordinator, & retired Athletic Directors on the Executive Board are to have one vote on legislative matters. The Executive Director, Conference Coordinator & retired Athletic Directors on the Executive Board shall be non-voting members of the board. A quorum shall consist of one half of the membership of the Executive Board and any action taken shall be based on simply majority vote. Any person selected to serve on the board as a voting member must be of CAA designation or will be required to receive it within one year. All district representatives must be appointed to minimum three (3) year term.

Section III – Duties of the President

The president shall preside at all meetings of the association as the chief executive officers. He/She shall have the power to appoint special committees for the purpose of improving the objectives of the association. Upon completion of his/her term of office, he/she will serve as Past President on the MSSADA Executive Board for one year.

Section IV – Duties of the First Vice President

The First Vice President shall perform the duties of the President in his/her absence. He/She shall be responsible for the program of the Annual Conference and shall assist the President in any matters necessary. He/She will serve as a resource person for the Second Vice President. He/She will chair a constitutional review subcommittee whenever necessary. He/She will work with the Executive Director & Conference Coordinator in all aspect of the Annual Conference.

Section V – Duties of the Second Vice President

The Second Vice President will be the assistant program coordinator and assist the First Vice President at the Annual Conference. He/She will be the Master of Ceremonies at the MSSADA Annual Awards Banquet and prepare all award presentations.

Section VI – Duties of the Third Vice President

The Third Vice President shall perform the duties of the Secretary in his/her absence. He/She will assist the Treasurer in the area of membership whenever necessary. He/She will be the Master of Ceremonies at the President's NIAAA Award Dinner and prepare all award presentations. He/She will be responsible for set-up and distribution of PDP's at the Annual Conference.

Section VII - Duties of the Secretary

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

Section VIII - Duties of the Treasurer

The Treasurer shall be the chief financial officer responsible for receipt and disbursement of funds as authorized by the Executive Board. He/She will work cooperatively with the Executive Directors & Conference Coordinator on all financial matters. He/She will determine membership at all schools via the payment of annual dues. Accurate records are to be kept and a financial report shall be given as routine order of business at all open meetings. A full financial disclosure will be distributed to the memberships at the annual **Conference in March**

Section IX – Duties of the Executive Director

1. Shall be an ex officio member of the Executive Board, without voting privileges.
2. Will serve as an advisor to the MSSADA on all matters pertaining to the operation of the Association including final approval of expenditures and reimbursements according to MSSADA policy.
3. Will serve as liaison to the National Executive Directors Council (NEDC), Section I, & the National Interscholastic Athletic Administrators Association (NIAAA).
4. Will Serve as national and regional representative of the MSSADA, attend all MSSADA Executive Board, Section I, and NEDC meetings.
5. Will attend the NIAAA& MSSADA Annual Conferences.
6. Will receive an annual salary, office, and mileage expenses, paid quarterly, as determined by the Executive Board.
7. Will be reimbursed for expenses associated with MSSADA business related to and including the NIAAA Conference, National Executive Directors Council (NEDC) & Section I meetings (transportation, hotel for the duration of the conference or meeting, meal allowance, and other expenses, approved by the Executive Board and signed off by the MSSADA President)

Section X – Duties of the Conference Coordinator

1. Shall be an ex officio member of the Executive Board, without voting privileges.
2. Will be responsible for all aspects of the Annual MSSADA Conference including but not limited to:

- a) All Hotel negotiations: dates, room rates, banquet menus and costs, and any other matters pertaining to the Annual Conference.
 - b) Assigning of Suites to Districts.
 - c) Assigning of rooms for session and all materials needed (i.e. AV equipment).
 - d) Arrange for delivery of tables & accessories for the vendor hall.
 - e) Recruit vendors & sponsors, collect fees and forward to the Treasurer, assign vendor tables, collect vendors raffle gifts, and any other aspects regarding vendors and or sponsors.
3. Will work closely with the first VP in preparation of the programming for the Annual Conference
 4. Will receive an annual stipend, office, and mileage expenses, paid quarterly as determined by the Executive Board.
 5. Will be reimbursed for expenses associated with MSSADA business related to and including the Annual NIAAA and MSSADA Conferences (transportation, hotel for the conference duration, meal allowance, and other expenses, approved in advance, by the Executive Board and signed off by the MSSADA President).

Section XI – District Representative – Duties and Responsibilities

1. Create a district representative board (all leagues).
2. Meet on a regular basis with league reps to exchange information.
3. Provide process for nomination and selection of candidate for Athletic Director of the year and Distinguished Service Award.
4. Provide selected award winners with information for packet makeup.
5. Work with Awards Chair, Public Relations Chair, Executive Director, & Conference Coordinator to facilitate meeting all requested deadlines.
6. Convene a minimum of one district meeting of athletic directors yearly.
7. Attend all regular and special MSSADA Executive Board Meetings.
8. Provide support to Executive Board, Conference Coordinator and First Vice-President in the planning and production of the Annual Conference.
9. Unexcused absences from Executive Board Meetings will be grounds for removal from the Executive Board.

Section XII – Presidential Appointees/ At Large Representatives

The presidential Appointees/ At Large Representatives will be approved by a majority vote of the Executive Board at the first meeting following the Annual Conference.

The following is a list of At Large Representatives and the duration of their appointments:

Conference Assistant Coordinator ---	3 years
Chairman of State Awards-----	3 years
Retired Athletic Directors-----	3 years
Chairman of Public Relations-----	3 years

Leadership Training Coordinator-----	3 years
2 Minority members (if needed) -----	3 years
Assistant Chairman of State Awards-	3 years
Assistant LTC Coordinator-----	3 years
MIAC Representative-----	3 years

Section XIII – Election of Officer, Executive Director & Conference Coordinator

The president shall serve a one-year term. The Vice President shall succeed to the office of the President in order to retain stability. The Secretary, Treasure, Executive Director, & Conference Coordinator shall be elected for 3 year terms or less by the Executive Board. The nomination of the Third Vice President will be made by the Executive Board in March and approved by a majority vote at the Annual Conference Business Meeting. The Athletic Director nominated must be presently working as an Athletic Director and plan to continue working for at least four (4) years in that capacity. If the President or any Vice-President is unable to complete their term, the succession will be moving a Vice President up (example: 2 VP leaves, then 3rd VP would become 2, & Executive Board would appoint interim 3rd).

Section XIV - MIAA Board of Directors

1. All MIAA districts shall nominate a representative from the MSSADA to the MIAA Board of Director to serve for 3 years:

District A – Barry Haley	Term expires 2019
District B – Mike Lahiff	Term expires 2018
District C – Thom Holdgate	Term expires 2019
District D - Jeff Caron	Term expires 2017
District E – Ray Cozenza	Term expires 2017
District F – Dave King	Term expires 2018
District G - Lindsey von Holtz	Term expires 2017
District H – Donna Brickley	Term expires 2017

2. These representatives will be elected by the entire membership at the Annual Conference Business Meeting. This process will follow the MIAA guidelines.
3. MIAC Representative will be nominated by the Executive Board to serve for 3 years and will be voted on by the membership at the Annual Conference Business Meeting and will attend all board meetings.
4. If none of the above are on the Executive Board of the MSSADA, the Executive Board will appoint an active MIAA BOD member to serve on the MSSADA Executive Board to serve the remainder of the term.

ARTICLE IV - MEMBERSHIP

Section I – Eligibility

1. Voting Members: The Association shall consist of Middle and High School Athletic Directors whose schools are members of the MIAA.
2. Non- voting Members: Aspiring Athletic Directors whose schools do not belong to the MIAA

Section II – Dues

Annual assessment of Athletic Directors of MIAA member schools and non-member schools, and retired MSSADA Athletic Directors of both, will be recommended by the Executive Board and approved at the Annual Conference Business Meeting. Annual dues are payable by December 1st of each school year. The Treasurer, to be assisted by the Third Vice-President, will be responsible for the collection of dues.

Section III – Voting Members

Athletic Directors of MIAA member schools whose dues are paid in full by December 1st of each school year are entitled to full voting privileges at all MSSADA Business Meeting. Each school shall have one vote. Membership in district, state, and national organizations shall be encouraged.

Section IV – Retired Members

The Executive Board will extend membership to retired MSSADA members who register for the Annual Conference. There will be no fee, nor will there be voting privileges assigned this membership.

Section V – Association Year

The association year shall begin May 1 and end April 30.

ARTICLE V - MEETINGS

Section I – Regular

The MSSADA shall meet once a year at the Annual Conference Business Meeting.

Section II – Regular Committee Meetings

The Executive Board and other committees may meet as often as deemed necessary to administer their business. The President and or Committee Chairman of the group shall call any such meeting.

ARTICLE VI – CONSTITUTIONAL REVISION

Section I – Constitutional Purpose

The constitution of the MSSADA has been developed to best serve the objectives of this association as outlined in Article II.

Section II – Referendum

All amendments may be proposed by the Executive Board or by petition of thirty (30) active members to the Executive Board at least thirty days prior to any regular meeting.

Section III – Adoption

Adoption to amendments shall be by simple majority of voting members at any regular meeting.

Section IV – Emergency

In the event of an emergency, the President may call a special meeting or they may poll membership by mail, email, fax, or telephone. The Executive Board shall have the power to fill vacancies on the board or take any necessary action in the interests of the association in accordance with the Constitution and By-Laws of the Association.