

NEW HAMPSHIRE ATHLETIC DIRECTORS' ASSOCIATION (NHADA)

The NHADA is the state professional organization for all athletic directors in New Hampshire and associates. The organization provides services and opportunities for professional development and networking among its members. Each year in May, we sponsor a major state conference for our members. We offer NIAAA Leadership Training Courses as well as pertinent seminars and workshops. The NHADA works closely with the New Hampshire Interscholastic Athletic Association (NHIAA) in establishing policies and guidelines for the state athletic programs.

The mission of the New Hampshire Athletic Directors Association is to provide professional development opportunities and personal growth for its members through the support and promotion of “educational values” in interscholastic activities. Through association membership we provide the opportunity to participate and provide outreach to others in the field. We emphasize quality in all operations provided to the membership through our relationship with the NIAAA and encourage participation in Leadership Training Courses and the Certification Program for preparing athletic administrators to meet their professional challenges.

New Hampshire Athletic Directors' Association Constitution

ARTICLE I

NAME

The name of this organization shall be NEW HAMPSHIRE ATHLETIC
DIRECTORS' ASSOCIATION

ARTICLE II

PURPOSE

The purpose of this organization shall be:

1. To promote high standards of achievement, professional proficiency, and ethics in interscholastic athletics
2. To promote better understanding, relationships and sportsmanship between the schools
3. To provide for an exchange of ideas and closer working relationship with the administration of school athletics
4. To promote greater unity, good will and fellowship among all Athletic Directors of the state
5. To improve the educational aspects of interscholastic athletics in the total education program
6. To cooperate with the administrative head of the school in organization, supervision and administration of the interscholastic program
7. To assist and cooperate with the New Hampshire Interscholastic Athletic Association
8. To encourage members to actively seek membership on NHIAA standing committees for better communication and input
9. To recognize that the administrative head of the school is ultimately responsible in all matters pertaining to interscholastic athletic activities involved at their school

ARTICLE III

MEMBERSHIP

1. The state association shall be open to all current Middle and High School Athletic Administrators, retired Athletic Administrators and associates in the state of New Hampshire.
2. Membership will consist of 6 tiers:
 - a. Full/Regular member
This is for individuals currently working in a high school and Athletic Administration is all or a majority of their regular work assignment.

b. Middle School member

This is for individuals currently working in a middle school and Athletic Administration is all or a majority of their regular work assignment. Membership fee will be at a reduced rate.

c. Associate member

This is for individuals currently working in a middle or high school or related field but Athletic Administration is NOT a majority of their regular work assignment. Membership fee will be the same as Middle School member.

d. Retired Athletic Administrator

This is for individuals who have retired from Athletic Administration with fewer than 10 years membership in the NHADA. Membership fee will be the same as Middle School member.

e. Retired Athletic Administrator with 10 years membership in the NHADA

When an NHADA member in good standing for a minimum of 10 years retires, he/she will receive a complimentary lifetime NHADA membership. (This individual must be retiring from position as Athletic Director; cannot leave AD position, assume another position, then retire.)

f. Student member

This is for individuals currently enrolled in a college program. Membership fee will be the same as the NIAAA student rate.

3. Each paid SCHOOL will be entitled to one (1) vote.
4. The Executive Committee may set and raise membership fees as necessary based on yearly expenses.

ARTICLE IV OFFICERS

The officers of the association shall be a President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. All officers will serve a two(2) year term in each position (with the exception of the Treasurer, as that person may choose to stay on in that role for multiple terms)

1. Duties of the President

The President shall preside at all meetings of the Association as the chief executive officer. The President shall have the power to appoint special committees for the purpose of improving the objectives of the association. The President shall be the delegate to the annual national convention of the National Interscholastic Athletic Administrators Association (NIAAA). All expenses for this conference shall be paid for by the association if they are available.

2. Duties of the 1st Vice-President

The 1st Vice-President shall perform the duties of the President when the President is absent or unable to attend. The 1st Vice-President shall assist the President in any matter necessary. Responsibilities shall include the Scholar-Athlete programs and serve as liaison to the spring conference committee.

3. Duties of the 2nd Vice-President

The 2nd Vice-President shall perform the duties of the President and 1st Vice-President in their absence or inability to attend. The 2nd Vice-President shall assist both the President and 1st Vice-President in any matters necessary. Responsibilities shall include the Student Leadership Conference and serve as liaison to the awards committee.

4. Duties of the Secretary

The Secretary shall be the chief correspondence officer responsible for all such records and proceedings of the association. That person shall be responsible for notices, publications, reports and other items necessary for the proper operation of the association. Meeting minutes should be posted to the NHADA website for all members to view.

5. Duties of the Treasurer

The Treasurer will be responsible for receipt and disbursement of funds as authorized by the Executive Board. Accurate records are to be kept subject to the review by the Executive Board. A financial report shall be given as routine order of business at all open meetings. Other responsibilities include membership and membership records.

6. Duties of the Past President

The past President is to assist in the transition of leadership of the new President and oversee the mentoring program.

ARTICLE V EXECUTIVE DIRECTOR

(ADDED/AMENDED 9/20/16)

The Association shall select an Executive Director as chosen from a public posting of the position. The Executive Director is a stipend position and shall be chosen by the Executive Board. The Executive Director shall serve as web-master, provide organizational direction, be involved with educational, financial and public relations aspects of the association. He/she shall act as a second signer on the bank account should the treasurer not be able to OR in the event that two (2) signatures are needed. The Executive Director will be a non-voting member of the Executive Board, receive a stipend for the position and represent the association at local, state and national meetings and conferences.

SEE APPENDIX I

ARTICLE VI EXECUTIVE BOARD

1. The Executive Board shall be composed of all appointed and elected officers, the immediate past President, the NHIAA Representative Council Members and four (4) Members-at-Large, one (1) from each division, voted on by their divisional membership.

2. Elections and Appointments: at the conclusion of the President's term, he/she shall appoint new officers as follows: 1st Vice President becomes President, 2nd Vice-President becomes 1st Vice-President, Secretary becomes 2nd Vice-President, Members at Large from the division of the outgoing President becomes Secretary and that division must elect a new Member at Large.
3. The Executive Board may be convened at the request of the President, Executive Director, or by majority vote of the Executive Board.
4. A quorum shall consist of two-thirds (2/3) of the membership of the Executive Board and any action taken shall be based on a single majority.
5. In the event of a board vacancy due to illness, retirement, job change or other matter, the Executive Board members will meet to discuss an appropriate replacement and appoint someone to complete the term or current board members may move up to the next position to complete a new two year term.

ARTICLE VII MEETINGS

There will be association meetings in October, and December-as well as at the Spring Conference in May.

Any additional meetings, both Associational and Executive Board, will be scheduled each year by the President, as needed

ARTICLE VIII COMMITTEES

Committees shall be formed as deemed necessary by the Executive Board

- Awards Committee
- Conference Committee
- Golf Committee
- Outreach Committee
- Scholarship Committee
- Student Leadership Committee

ARTICLE IX ELECTIONS AND APPOINTMENTS

1. All Executive Board appointments will be brought forward to the membership for approval at the regular business meeting at the Spring Conference
2. All newly elected NHIAA Executive Council representatives will start with the first Executive Council meeting in the fall following their election.
3. There shall be an NHIAA Representative from each division, and each representative shall be elected by a majority vote within their respective division. The terms, as determined by the NHIAA Constitution, are for three (3) years. In the event an NHIAA Representative is elected to an NHIAA Council office, their term shall extend until the NHIAA term of office expires. The method of electing NHIAA Representatives will be:
All Athletic Directors within the division needing representation will be notified that elections are being held. Each Athletic Director may nominate a paid member within their respective division.
4. All newly appointed officers are to take office immediately upon approval from the membership.

ARTICLE X CONSTITUTIONAL REVIEW

1. The Constitution of the New Hampshire Athletic Directors' Association has been developed to best serve the purpose of the organization as outlined in Article II.
2. Amendments to the constitution may be submitted by only paid member Athletic Directors to the President. The Executive Board will then review the amendment for endorsement, and all amendments must be sent to the membership in writing two (2) weeks prior to any regular or special meeting.
3. Adoption of an amendment shall be by simple majority of voting paid members at any regular or special meeting.

4. In the event of an emergency, the President of Executive Director may call a special meeting or to poll the membership. The Executive Board shall have the power to take any necessary action in accordance with the constitution and the by-laws.

APPENDIX I

(ADDED/AMENDED 9/20/16)

NHADA Executive Director - Job Description

1. **Executive Director** will seek to enhance the professional role of athletic directors within the state and be the face of the organization.
2. The **Executive Director** shall be chosen from the applicants who respond to a public posting of the position. The Executive Board shall review all applications, conduct interviews, and select an **Executive Director**.
3. Following the approval of the Board, the **Executive Director** will report and be held accountable by the Executive Board
4. The **Executive Director** will be evaluated in March and appointed in May on a yearly basis by the Executive Board.
5. Compensation: Registration and travel expenses will be provided to attend the conferences/meetings and in addition a \$ 500.00 annual stipend will be allotted.
6. The **Executive Director** will be a non-voting member of the NHADA Executive Board.
7. The **Executive Director** will be the webmaster for the NHADA and coordinate with the NHIAA for consistent information.
8. The **Executive Director** will coordinate memberships between state and national organizations.
9. The **Executive Director** will assist in the facilitation of activities, such as AD golf tournament and spring conference.
10. The **Executive Director** will provide organizational continuity such as but not be limited to, athletic director education, coaches' education, the annual conference, financial development and public relations.

11. Attendance at Meetings (to include but not limited to the following):

- Executive Board meetings
- NHIAA Annual Meeting
- NHADA Meetings
- Divisional meetings upon request
- Conference attendance at the following (NHADA Compensated)
 - NIAAA – National Conference
 - NIAAA Section I Meetings
 - NHADA
 - NEDC

12. Other responsibilities as deemed by the NHADA Executive Board