

THE PROCESS

THSADA MEMBERS:

July 27, 2004

The Bylaws of the Texas High School Athletic Directors Association were written many years ago and first amended in 1993. Additional amendments took place in 1996. They have served us well. Over the past eight years issues arose that many of us felt required attention to bring our Bylaws more up to date. Most of the proposed changes were of an editorial nature. There were however, several items that were modified to reflect growth in our organization, to clarify operational procedures, and to make needed changes. The Bylaws Review Committee believed that these recommended changes were needed to our current Bylaws.

The Bylaws Review Committee was composed of Richard Avila recently retired from Corpus Christi; Kelly Reeves of Round Rock; Poppy Rodriguez of McAllen; Ed Warken of Galena Park; and Jerry Comalander of North East. Each committee member was a past president of THSADA. We met and discussed changes over the last year and a half and respectfully submitted them to you for your review. This document was also reviewed and approved by your Board of Directors and submitted at the July business meeting of the THSADA.

The Board of Directors of the THSADA presented the proposed changes at the business meeting of our association on Monday, July 26, 2004. A vote was taken of the members who were present. The Bylaws were approved and the amended copy is listed below.
Bylaws Review Committee

THE BY-LAWS

CONSTITUTION AND BY-LAWS TEXAS HIGH SCHOOL ATHLETIC DIRECTORS ASSOCIATION

Article I - Name

The name of this organization shall be Texas High School Athletic Directors Association.

Article II – Purposes

The purpose of this organization shall be:

- A. To improve and preserve the educational aspects of interscholastic athletics in the total educational programs.
- B. To promote and maintain an athletic program that will encourage the widest possible participation with the highest possible standards.
- C. To improve athletic understanding and relationships with related professional groups.
- D. To promote greater unity and fellowship among all members.

- E. To assist and cooperate with the Texas University Interscholastic League, the Texas High School Coaches' Association, the Texas Girls Coaches' Association, the Texas Association of Sports Officials, the Southwest Athletic Trainers Association, the National Federation of High Schools, and the National Interscholastic Athletic Administrator's Association in carrying out the athletic programs on a statewide basis. Multiple membership in these organizations is encouraged but is not required for THSADA membership.
- F. To make available to members and school districts special resource materials through publications, conferences and consultant services.
- G. To promote the professional growth and image of interscholastic athletic administrators.

Article III – Membership Dues

Section 1 - Active Membership

Active membership shall be limited to those having athletic administration responsibilities with no active coaching duties.

Section 2 - Associate Membership

Any person actively engaged in coaching who also has athletic administrative responsibilities may become an associate member. Associate membership shall not have voting privileges in association business with the exception they can vote for directors from their respective regions.

Section 3 - Retired Membership

Active or associate members who become disabled, retire, or inactive for other causes may become retired members. Retired members shall not have voting privileges in association business. There will be no membership fee for retired membership.

Section 4 - Honorary Membership

The Board of Directors may vote honorary membership as they see fit. There will be no fee or voting privileges assigned this membership.

Section 5 - Dues

Annual dues shall be \$30 for both active and associate membership. Dues may be submitted at anytime to the Membership Chairperson. There will be a \$75 registration fee to the Mid-Winter conference. The \$75 fee will cover activities, banquets and socials. There will be no reimbursement for optional activities at the Mid-Winter Conference.

Article IV – Officers and Board of Directors

Section 1 - Officers

The officers shall be a President, Vice-President, Secretary, Treasurer, Membership Chair and immediate Past President. These officers and a duly elected representative from each of the eight regions will form the Board of Directors. The eight areas will be identical to the Texas High School Coaches' Association regional structure. Regional Directors from regions (I, II & IV)*, V, VIII will be elected in odd years and regions (III & VI)* and VII in even years. These

directors are to be elected by association members within their region and will assume office at the summer meeting.

*Regions I, II & IV will have one Regional Director and Regions III & VI will have one Regional Director.

Section 2 - Duties of the President

The President shall preside at all meetings of the association as the chief executive officer. The President shall be responsible for the publishing and distribution of two publications during the year, one to be published after the meeting of the U.I.L. Legislative Council and a second between the winter meeting and the summer meeting. The President shall have the power to appoint special committees for the purpose of improving the objectives of the association. The President shall be allowed expenses to the National Athletic Director's Meeting to include lodging that will allow him/her to properly organize and present the Texas Hospitality Night. The President will have appointive powers for committee chairs, national convention delegates and special committees as deemed appropriate to conduct association business. The President will explain the voting procedures to the membership prior to each business meeting.

Section 3 - Duties of the Vice-President

The Vice-President shall perform the duties of the President in his/her absence or inability to serve. The Vice-President shall assist the President in any matters necessary. If it becomes necessary for the Vice-President to vacate the office, the President shall have the power to appoint an active member to serve out the remainder of the year as described in Article V, Section 4.

Section 4 - Duties of the Secretary

The Secretary shall be the chief correspondence officer responsible for all such records and proceedings of the association. The Secretary shall be responsible for business meeting minutes, reports and other items deemed necessary by the President for proper operation of the association. The Secretary shall conduct meetings in the absence of the President and Vice-President.

Section 5 - Duties of the Treasurer

The Treasurer will ensure the association maintains its "Non-Profit" status. The Treasurer shall be the chief financial officer responsible for receipt and disbursement of funds as authorized by the Board of Directors. Accurate records are to be kept subject to an annual audit by the Auditing Committee. A written financial report shall be given as routine order of business at all open meetings.

Section 6 - Duties of the Membership Chair

The Membership Chair will maintain a list of all current Active, Associate, Retired and Honorary members as well as a list of NIAAA members. The Membership Chair will collect dues and register new members at the annual Texas High School Coaches School Convention and will forward all funds to the Treasurer. He/she will also submit oral and written reports at all association meetings.

Section 7 - Duties of the Past President

The immediate Past President shall assist the President in an advisory capacity. He/she shall serve as Chairperson of the Nominating Committee for association officers. The immediate Past President, as Chairperson of the Nominating Committee, will add the position on the awards committee to the list of nominations presented to the membership at the annual summer business meeting. The immediate Past President will recommend the site of the Mid-Winter Conference as per the written schedule in the By-Laws. The Past President will conduct a board member orientation to review the Constitution and By-Laws immediately after the summer general business meeting.

Section 8 – Duties of the Regional Directors

Regional Directors shall attend all regular meetings of the association (THSADA) and all scheduled board meetings. Each Regional Director should call at least two meetings during the school year (prior to the fall and spring board of director meetings) of their regional membership for the purpose of updating information and formalizing recommendations to the Board of Directors at the next regular meeting. Regional Directors are encouraged to attend any and all UIL meetings to better inform the membership in their region.

Section 9 - Board of Directors

The Board of Directors shall consist of eleven members, the six elected officers and the five Regional Directors from the eight regions as indicated by the official regional map of the Texas High School Coaches' Association.

The Board of Directors shall serve beginning with the summer meeting.

The Board of Directors shall act on all matters pertaining to membership and legislation in accordance with the Constitution and By-Laws.

Section 10 - Quorum

A quorum shall consist of two-thirds of the membership of the Board of Directors and any action taken shall be based on simple majority vote.

Section 11 - Election of Officers

The President shall serve a one-year term and not be eligible for re-election. It is recommended the Vice-President commits three years to the Association. The Vice-President shall succeed to the Office of President. He/she shall also serve as immediate Past President in order to retain organizational stability. It is recommended that the Secretary, the Treasurer and the Membership Chair serve a limit of no more than three years at each of these offices.

Article V - Meetings

Section 1 - Board of Director Meetings

There shall be Board of Director meetings a year. The first meeting shall be held in Austin during the last week in September. The second meeting shall be held during the Mid-Winter Conference (the recommended time is the week immediately following the State Boys' Regional AAAA Basketball Tournament or beginning the first weekend in March). The third meeting shall be held during the weekend of the State Track Meet. The fourth shall be at the Annual Texas high School Coaches' Association meeting at the discretion of the President.

Section 2 – Membership Meetings

There will be two THSADA Membership Meetings a year: Mid-Winter Conference and THSCA Coaching School.

Section 3 - Elections

Elections shall be a part of the summer meeting.

Section 4 - Association Year

The association year shall begin August 1st and end July 31st.

Section 5 - Committee Meetings

All committee meetings will be held in conjunction with the Membership Meetings unless otherwise approved by the President. The President or Chairperson of the group shall call all such meetings. Notice of at least one week shall be given all members as to time, date, place and agenda.

Section 6 – Mid-Winter Conference Guidelines

- A. The budget for the Mid-Winter Conference will include funds collected from registration. Additional funds will be raised by the Mid-Winter Conference host chairperson and committee (refer to Article VI, Section 7). Vendor money will not be used to finance the Mid-Winter Conference. A proposed budget and conference procedures will be put together by the Board of Directors as a guideline for the host committee.
- B. Site of the Mid-Winter Conference will be set two years in advance. It is recommended that sites be rotated so that no area of the state described receives the conference except every fourth year. These areas are Dallas/Ft.Worth, Austin/San Antonio, Houston/Galveston, and a fourth area as determined by the Board of Directors.

Article VI - Committees

All committees shall be formed and announced to Officers and Directors no later than September 1st.

Section 1 - Nominating Committee

The Nominating Committee shall consist of active Past Presidents and first year Regional Directors. The Chairperson will be the immediate Past President of the THSADA. If the immediate Past President cannot serve in this capacity, the next active previous Past President in line will chair this committee. The Nominating Committee will meet at the May board meeting and present the slate of officers at the business meeting during the THSCA convention.

Section 2 - Auditing Committee

The auditing committee will consist of the Vice-President, the Secretary and the Membership Chair. The Vice-President will chair this committee. An audit, if conducted, shall be completed no later than the winter meeting.

Section 3 - Membership Committee

The Membership Chair on the Board of Directors will chair this committee. The Membership Committee shall have as its main function to recruit members. A membership list will be submitted to the Secretary for the publication and distribution to association members only.

Section 4 - Public Relations Committee

The Public Relations Committee shall be chaired by the Vice-President and he/she will be charged:

- A. To carry on public relations of the association, utilizing newspapers, radio, magazines and television coverage.
- B. To keep membership and public informed of all-important matters.
- C. To receive all publicity and information, which shall be directed to this committee.
- D. To publicize outstanding achievements of the association and its membership.

Note: If at all possible, the Vice-President will secure a Web site and recommend a Web Master for Board approval.

Section 5 – Leadership Training Committee

The State Leadership Coordinator will chair this committee. The Leadership Training Committee shall attempt to serve and fulfill educational advancement of members by working with the President to develop programs for the summer and winter meeting. All members of this committee and LTC instructors must be active or retired members of THSADA and meet any requirements of the NIAAA.

Section 6 - Awards Committee

The Awards Committee shall consist of three elected members. (The initial committee was appointed by the President to serve a three-year term with the third-year member serving as the Chairperson). The Past President will appoint a nominee annually to replace the outgoing third-year member. Any additional nominees may be nominated from the floor. A vote by the membership at the annual summer conference shall be held to replace the outgoing members of the Awards Committee. The Awards Committee Chair will also serve as the NIAAA Liaison for the Association and will perform all required duties of this position.

This committee shall be responsible for all awards presented by the association. Annual awards to be presented are as follows:

- A. Athletic Director of the Year
 - 1. Recipient will be the immediate Past President of the association.
 - 2. This recipient will also be the Texas High School Athletic Directors Association's nominee for the national Athletic Director of the Year Award.
- C. Hall of Honor
 - 1. Refer to procedures and criteria for selection to Hall of Honor.

D. THSADA State Distinguished Service Awards for non-members outside the field of athletics: Vendors, UIL Legislative Council Members, etc.

E. National Awards

1. NIAAA Distinguished Service Award
2. NFHS Citation
3. NIAAA State Award of Merit
4. NIAAA Distinguished Service Outside the field of athletics

E. President's Award – given at the discretion of the President for a member who has given distinguished service to THSADA

Section 7 – Mid-Winter Conference Committee

Membership – Past Director of Mid-Winter Conference, Current Director of Mid-Winter Conference, In-Service Committee Chairperson, Vice-President of THSADA, Treasurer of THSADA, Vendor Director and Assistant Director of Vending.

Section 8 – Appointive Powers

All appointed committee chairpersons may appoint an active or associate member from any of the eight athletic regions of the Texas High School Athletic Directors Association to serve.

Article VII - Elections and Appointments

Section 1 - Summer Elections

All regular elections shall be held at the summer meeting as a part of the regular business.

Section 2 - Preparation of Ballot

The Secretary shall prepare the ballot at the discretion of the President with the names submitted by the Nominating Committee.

Section 3 - Nominations from the Floor

Any active member may also make nominations to the proposed ballot from the floor.

Section 4 - Issuing of Ballot

Ballots are to be issued only to active members in good standing. The President will explain the voting procedures (written ballot, show of hands, or voice) to the membership prior to each business meeting.

Section 5 - New Officers

All newly elected officers are to take office as of the date of election to office.

Section 6 - Presidential Appointments

The President shall appoint such committee chairpersons as are essential to sound functioning. The President may also appoint such Board of Directors vacancies as may occur with the approval of the Board of Directors. These appointees will serve only until the end of the THSADA year (Art. 5, Sect. 4) or until the end of the term as in the case of a Regional Director.

Section 7 - Transfer of Officers

Transfer of officers and offices should be made as orderly as possible. Incoming officers should be advised of the current business of the office in writing, submitted with all records on Election Day.

Article VIII - Constitutional Revision

Section 1 - Constitutional Purposes

The constitution of the Texas High School Athletic Directors Association has been developed to best serve the purposes of this organization as outlined in Article II.

Section 2 - Amendments

Amendments to the constitution shall be by referendum vote of the members at one of the business meetings of the association as described in Article 5, Section 2.

Section 3 - Adoption

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

Section 4 - Referendum

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

Section 5 – Emergency

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

Article IX - Association Affiliations

Section 1 - Organizations

The Texas High School Athletic Directors Association shall be affiliated with the following organizations:

- University Interscholastic League
- Texas State High School Coaches' Association
- Texas Girls Coaches' Association
- Texas Association of Sports Officials
- National Interscholastic Athletic Administrators Association
- Southwest Athletic Trainers Association
- National Federation of High Schools

Feb. 10, 1993: Amended

July 29, 1996: Amended

July 26, 2004: Proposed Amendments (process began on Sept. 28, 2003 and completed in June, 2004)