

**Montana Interscholastic Activities Administrators Association**  
**Constitution and By-Laws**

**Article I – The name of this organization shall be:**

The Montana Interscholastic Activities Administrators Association (MIAAA)

**Article II – The purpose(s) of this organization shall be:**

**To foster** higher standards of professional proficiency and ethics.

**To improve** understanding and relationships of Activity Programs throughout the State of Montana

**To organize** the supervision and administration of interscholastic activity programs within the school and community setting.

**To work** with the Montana High School Association in regards to informing students, faculty, and the community of MHSA Rules and Regulations.

**To give** support and leadership to the state and national associations representing interscholastic activities.

**To improve** and develop the educational aspects of interscholastic activities in the total educational program.

**To evaluate** the appropriateness of MHSA Rules and Regulations on a regular basis and to make recommendations for change as the need arises through the proposal process.

**Article III – Election and duties of officers shall be:**

**Section 1:** The officers of the organization shall be a President, Vice-President, (President Elect), Secretary, Treasurer, and Board of Directors.

**Section 2:** The President shall preside at all meetings of the Association as the Chief Executive officer. He/She shall have the power to appoint special committees to improve the objectives of the organization. The President shall have the executive authority to expend up to \$200.00 of Association funds in situations where immediate actions are necessary. A report shall be made to the membership at any time execution of this authority is enacted.

**Section 3:** The Vice-President shall perform the duties of the President in the absence of the President. The Vice-President shall assist the President in any matters deemed necessary and/or at any time he/she is requested to do so.

**Section 4:** The Secretary shall be a permanent position elected by the membership. This officer shall be responsible for the records and proceedings of the Association, for notices, publications, reports, and other items necessary for the operation of the Association. In the absence of the President and Vice-President, the Secretary will perform the duties of the President.

**Section 5:** The Treasurer shall be a permanent position elected by the membership. This officer shall be responsible for the financial records of the Association and will provide a current detailed financial report as a routine matter of business at all meetings. In the absence of the President, Vice-President, and Secretary, the Treasurer shall perform the duties of the President.

**Section 6:** The Board of Directors shall consist of the four elected officers as well as four members from the general membership, [one being from each classification]. The Board of Directors shall be selected by a vote of the general membership at the Annual Winter meeting. The Directors from Class “AA” and “B” will be elected in even-numbered years. The Directors from Class “A” and “C” will be elected on odd-numbered years. The President shall appoint a new board member if a board member moves to a new classification or changes job position which results in the board member not being involved with interscholastic activities as an assigned job duty.

**Section 7:** The President shall serve a two-year term and shall not be eligible for re-election. The Vice-President shall succeed to the office of President in order to maintain organizational stability. The Secretary and Treasurer shall be elected to the position on a permanent basis beginning in 1981. No person shall be elected to two or more offices at the same time.

#### **Article IV – Duties of the Board of Directors:**

**Section 1:** The Board of Directors shall act on all matters pertaining to the membership in accordance with the Constitution.

**Section 2:** A quorum shall consist of two-thirds of the membership of the Board of Directors and must be present for Board action to take place. Any action taken shall be based on a simple majority vote.

#### **Article V – Association Membership:**

**Section 1:** The Association shall consist of all Activity Directors and/or other persons responsible for administration of interscholastic programs in the State of Montana.

**Section 2:** Annual dues shall be payable at the Winter Meeting held in conjunction with the annual MHSA Annual Meeting.

**Section 3:** The Treasurer shall be responsible for collection of membership dues which are \$15.

**Section 4:** Only those members who are active and have paid their current dues shall be eligible to vote and/or receive membership benefits.

#### **Article VI – Meeting Schedule:**

**Section 1:** There shall be one meeting a year to coincide with the annual meeting of the Montana high School Association. The time shall be established by the Association President after consultation with the Association Officers.

**Section 2:** Elections of officers and classification representatives to the Board of Directors shall take place at the annual meeting.

**Section 3:** The President shall give at least one week’s notice of time, date, place, and special meetings agenda to the Board of Directors.

**Section 4:** – The general membership shall be notified at least 15 days prior to any regularly scheduled Association Meeting.

## **Article VII – Nomination and Election of Officers:**

**Section 1:** All regular elections shall be held at the Winter Meeting as a part of the regular business.

**Section 2:** The Secretary shall be responsible for overseeing the counting of votes in all elections and issues requiring a vote. The casting of votes shall be indicated by raising of hands.

**Section 3:** Nominations for officers may be made from the floor by any voting member of the Association or in advance of the Winter Meeting by correspondence with the President.

**Section 4:** Votes shall only be counted from members in good standing.

**Section 5:** All newly-elected officers shall take office on the date of their election.

## **Article VIII – Constitution and Amendments:**

**Section 1:** The Constitution of the Montana Interscholastic Activities Administrators Association has been developed to best serve the purposes of the organization as outlined in Article II.

**Section 2:** Amendments to the constitution shall be by referendum vote of the members.

**Section 3:** Adoption of amendments shall be by simple majority of voting members at any regularly scheduled meeting.

**Section 4:** All amendments shall be proposed by the Board of Directors at least thirty (30) days prior to any regularly scheduled meeting.

**Section 5:** In the event of an emergency, the President may call a special meeting or conference call to discuss situations requiring immediate action. In this event, at least two (2) of the other officers and two (2) of the classification representatives must be included on the call or in the meeting to take a vote. An attempt shall be made to contact all of the officers and classification representatives prior to convening such a meeting or conference call.

## **Article IX – Awards**

**Section 1:** The Athletic Director of the Year award shall be presented as follows: one (1) award per classification, if a nominee is available from each classification (a plaque is awarded the classification recipient). An overall award shall be presented to the individual selected as most deserving from all classifications combined. This recipient shall receive the Athletic Director of the Year Ring, plaque provided by Herff Jones, and nomination to regional competition.

**Section 2:** NIAAA State Award of merit shall be awarded to 1 individual each year, if a qualified recipient is nominated.

**Section 3:** Service longevity pins and awards for 10 years, 15 years, 20, years, and 25 years shall be awarded. The recipient must be a member of the MIAAA to receive this award.

**Section 4:** Service Awards and Citations may be given to members and non-members for exemplary service to interscholastic activities.

**Section 5:** At the conclusion of two years' service, the outgoing President shall receive the MIAAA Presidents Ring.

**Section 6:** The Vice-President shall act as awards chair for the MIAAA.

Constitution Drafted and Adopted: 1/25/1981  
Revised: 12/9/1994  
Revised: 1/22/1995  
Revised: 1/18/2009  
Reviewed: 1/15/2012