

FLORIDA INTERSCHOLASTIC
ATHLETIC ADMINISTRATORS ASSOCIATION
CONSTITUTION

(as revised May 2025)

**FLORIDA INTERSCHOLASTIC
ATHLETIC ADMINISTRATORS ASSOCIATION**

ARTICLE I

SECTION I NAME

The name of this organization shall be the Florida Interscholastic Athletic Administrators Association.

ARTICLE II

SECTION I OBJECTIVES

- A. To improve the appreciation of athletics and relationships therein, throughout the high schools in Florida.
- B. To foster a closer working relationship with the Florida High School Athletic Association.
- C. To foster higher standards of professional proficiency and ethics within athletics.
- D. To develop greater unity, uniformity, and fellowship among all members.
- E. To improve the image of interscholastic athletics in the total educational program.
- F. To offer solutions to mutual problems and exchange ideas for the enhancement of athletic programs.
- G. To have equal voting representation in the NIAAA.
- H. To promote athletics as an integral part of the total educational process.

ARTICLE III

SECTION I MEMBERSHIP

There shall be four classifications of membership in this Association.

- A. Regular
 - 1. Regular membership shall be open to all persons involved in the administration of interscholastic athletic programs (boys and/or girls) in Florida, regardless of race, sex and religion.

B. Retired

1. Retired membership is open to any retired person who has been a regular member of this association.
2. The retired member shall agree to comply with the constitution of the organization, make application and submit membership dues.

C. Lifetime

1. Lifetime Membership may be awarded to regular and retired members through vote by the Board of Directors. There shall be no membership fee for lifetime membership.
2. The lifetime member shall agree to comply with the constitution of the organization.

D. Honorary

1. Honorary membership may be awarded through vote by the Board of Directors. There shall be no membership fee or will there be voting privileges for honorary memberships.

SECTION II MEMBERSHIP DUES

The amount of dues for regular and retired members shall be determined annually by the Board of Directors. The membership year shall run from July 1 to June 30.

ARTICLE IV

SECTION I BOARD OF DIRECTORS

A. Composition

The Board of Directors shall be composed of all duly elected and approved officers and board members. Each shall have one vote on all legislative matters. The Board of Directors shall hold at least one meeting per year.

B. Legislative Action

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

C. Quorum

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

D. Executive Board

The Executive Board shall consist of the following officers: President, President-Elect, Vice President, Immediate Past President, Secretary, Treasurer, Chaplain, Historian and the Designated Past President elected by the Past Presidents Committee. Officers of the Executive Board, except for the Chaplain and Historian, shall be active athletic administrators elected to a one-year term. The Executive Director will serve as an ex officio, non-voting member of the Executive Board. The Executive Board shall meet at least once a year at such time and place as designated by the President. The President reserves the right to invite other such members of the Board to attend any meeting of the Executive Board.

E. District Directors

1. The District Directors shall be composed of one representative from each of the designated geographic districts.
2. The District Directors shall be selected by members within their district and will take office at the next annual state conference meeting.
3. The District Directors must be active athletic administrators within their respective FIAAA districts.
4. At Large Directors may be appointed by the President and approved by the Board of Directors.
5. The odd districts shall elect their Director on odd years for two-year terms. Even districts shall elect their Directors on even years for two-terms.

F. President

The President shall preside at all meeting of the Association as the Chief Executive Officer. He/she shall be responsible for carrying out all duties of the President so listed in the FIAAA Handbook.

G. President-Elect

The President-Elect shall coordinate the Annual State Conference. He/she shall succeed the President after serving one year as President-Elect. He/she shall be responsible for carrying out all duties of the President-Elect so listed in the FIAAA Handbook.

H. Vice President

The Vice President shall assume the duties of the President-Elect in his/her absence or inability to act. He/she shall succeed the President-Elect after serving one year as Vice President. He/she shall be responsible for carrying out all duties of the Vice President so listed in the FIAAA Handbook.

I. Immediate Past President

The Immediate Past President shall be the most immediate available Past President, as per paragraphs D and O of this Section. The Immediate Past President shall assume the duties

of the President in his/her absence or inability to act. Once he/she has completed his/her term as the Immediate Past President, he/she is no longer eligible to hold a position of President, President-Elect, Vice President, Secretary, or Treasurer on the Executive Board. He/she shall be responsible for carrying out all duties of the Immediate Past President so listed in the FIAAA Handbook.

J. Secretary

The Secretary shall be the chief corresponding officer responsible for all records and proceedings of the Association. He/she shall be responsible for carrying out all duties of the Secretary so listed in the FIAAA Handbook.

K. Treasurer

The Treasurer shall be the chief financial officer responsible for receipt and disbursement of funds as authorized by the Board of Directors. He/she shall be responsible for carrying out all duties of the Treasurer so listed in the FIAAA Handbook.

L. Chaplain

The Chaplain shall be responsible for spiritual leadership in the FIAAA. He/she shall be responsible for carrying out the duties of the Chaplain so listed in the FIAAA Handbook.

M. Historian

The Historian shall be responsible for organizing and maintaining accurate records of the FIAAA, past and present. He/she shall be responsible of carrying out all duties of the Historian so listed in the FIAAA Handbook.

N. Executive Director

The Executive Director shall be an ex officio member of the Board of Directors without voting privileges. The Executive Director will serve as advisor, liaison and visionary leader for FIAAA on all matters pertaining to the operation of the Association. The Executive Director will be selected by the Board of Directors and evaluated on an annual basis by the Board of Directors. In addition, if elected or appointed to another Board of Director's position then the Executive Director would still not have voting privileges.

O. Active Athletic Administrator

An active athletic administrator is an individual who is employed by a school (public or private), a school district (i.e., County Athletic Director) or the state athletic association (i.e., FHSAA) and regularly compensated to perform athletic administration responsibilities.

SECTION II – BOARD OF DIRECTOR VACANCIES

A. Executive Board

In the event a vacancy occurs in an Executive Board position, unless otherwise indicated in other articles of this constitution, the Nominating Committee will recommend to the Executive Board for ratification by the Board of Directors, a qualified individual, as per this Constitution, to serve as an interim officer in that position to complete the unexpired term of that office.

B. Directors

1. In the event a vacancy occurs in a District Director position, the President will appoint an active athletic administrator in that district to complete the unexpired term.
2. In the event a vacancy occurs in an At-Large Director position, the President may appoint a qualified individual, as per this Constitution, to complete the unexpired term.

ARTICLE V

SECTION I ANNUAL MEETING

- A. There shall be an Annual Meeting of the association.
- B. The Annual Meeting shall take place at the Annual State Conference or at such date, time, and place as determined by the Board of Directors.

ARTICLE VI

SECTION I COMMITTEES

There shall be such “standing” committees; those committees that must be appointed each administrative year and identified in the constitution, and such “special” committees; those committees that may be appointed, annually, by the President and/or the Board Directors. The “standing” committees are as follows:

A. Nominating Committee

The President shall appoint the Nominating Committee which shall consist of past presidents currently sitting on the Board of Directors, the minimum of which shall be seven past presidents. If there are not seven past presidents currently sitting on the Board of Directors, the Executive Director will identify qualified individuals currently on the Board of Directors to fill the committee to seven members. A slate of officers shall be prepared by the committee and ready for vote at the Annual Meeting. The Immediate Past President shall serve as chairperson for this committee.

B. Auditing Committee

The Auditing Committee shall consist of the President-Elect, Vice President, Secretary, Treasurer, and other such members of the Board as appointed by the President. The Committee shall have completed the annual audit by the annual meeting. The Vice President shall call the committee meeting and serve as chairperson.

C. Professional Networking Committee

The President shall appoint the Professional Networking Committee and a chairperson. The Committee shall have as its function to develop programs and/or initiatives that will serve and/or benefit the members of the association.

D. Public Relations Committee

The President shall appoint a Public Relations Committee to be responsible for developing programs and/or initiatives that will publicize, as well as keep members and the public aware of, association matters.

E. Conference Committee

The President-Elect shall be chairperson of this committee. The President-Elect and the President shall select members of this committee. The duty of the Committee is to coordinate the State Conference.

F. Higher Education Committee

The President shall appoint a committee to develop programs and/or initiatives pertaining to higher education.

G. Constitutional Revisions Committee

The President shall appoint a committee to review the Constitution and recommend amendments at the Annual Meeting.

H. Awards and Recognition Committee

The President shall appoint an Awards and Recognition Committee to develop programs and/or initiatives to recognize members and non-members of the association for their contributions to the association, athletic administration and/or sportsmanlike behavior or initiatives.

I. Past Presidents Committee

There shall be a committee of past presidents to serve in such capacity as to benefit the association. The committee shall select one past president to serve as the Designated Past President on the Executive Board. In the event a vacancy occurs in the position of Designated Past President, the committee will select another past president to complete the

unexpired term. The Designated Past President must be an active athletic administrator. The Immediate Past President shall serve as the chairperson of this committee.

J. Professional Growth Committee

The President will appoint a Professional Growth Committee which will oversee the professional development of the membership, which will include, but not be limited to, the NIAAA Leadership Training Program and NIAAA Certification Program. The appointed NIAAA State LTP Coordinator(s) and the NIAAA State Certification Coordinator(s) will serve on this committee. The President will appoint the chair for this committee.

K. Corporate Sponsorship Committee

The President will appoint a Corporate Sponsorship Committee that will oversee the association's corporate sponsorship program, which could include, but not be limited to, the development of a multi-tiered program and the solicitation of sponsors. The president will appoint the chair of this committee.

L. FIAAA Hall of Fame Committee

The President will appoint a Hall of Fame Committee and chairperson that will develop, implement and oversee the association's FIAAA Hall of Fame. The committee membership shall not be limited to current FIAAA directors; however, the chairperson shall be a current member of the FIAAA Board of Directors.

M. Strategic Plan Committee

The President shall appoint a Strategic Plan Committee to develop and evaluate periodic 5-year plans.

N. Executive Director Evaluation Committee

The President shall appoint an Executive Director Evaluation Committee to evaluate, on an annual basis, the Executive Director. The Designated Past President will serve as the chairperson of this committee. The committee shall be made up of the following:

1. Members of the Executive Board
2. Past Presidents currently sitting on the Board of Directors, if not included above
3. Members of the Nominating Committee, if not included above
4. A NIAAA Professional Development Academy State Coordinator; either the LTI or the Certification state coordinator, if not included above
5. The current Executive Director would be excluded, if included in any of the above

O. Membership Committee

The President shall appoint the Membership Committee and a chairperson. The Committee shall have as its main function to develop and carry out a plan to recruit FIAAA and NIAAA members from all FIAAA stakeholders.

ARTICLE VII

SECTION I ELECTIONS

Election of officers shall be held at the Annual Meeting each year. Each FHSAA member school, each non-school site Regular member (i.e., county athletic administrator), each Retired member and each Lifetime member in attendance shall have one vote for the election of the Officers.

SECTION II PREPARATION OF THE SLATE OF OFFICERS

The Nominating Committee shall prepare a slate of officers to be presented to the Board of Directors at the January Board of Directors meeting and to be presented at the Annual Meeting.

SECTION III NOMINATIONS FROM THE FLOOR

The President shall permit nominations from the floor for any office prior to the voting.

SECTION IV NEW OFFICERS

New officers shall take office at the conclusion of the Annual Meeting Induction Ceremonies.

SECTION V TRANSFER OF OFFICES

Transfer of officers and offices should be made as orderly as possible. Incoming officers shall receive no later than June 30th, all current business and records of that office.

ARTICLE VIII

SECTION I NATIONAL AFFILIATION

A. Voting Delegates

Voting delegates at the National Conference, the number of which will be determined by the national association, shall be the Executive Director and other such individuals, available to serve, as appointed by the Executive Director.

ARTICLE IX

SECTION I AMENDMENTS TO CONSTITUTION AND BY-LAWS

A. Amendments to the Constitution and By-Laws shall be by simple majority vote at the Annual Meeting. Each FHSAA member school, each non-school site Regular member

(i.e., county athletic administrator), each Retired member and each Lifetime member in attendance shall have one vote on amendments.

- B. All Amendments may be proposed by the Board of Directors or by Petition of thirty (30) active members to the Board of Directors at least thirty (30) days prior to a regular meeting of the Board.

ARTICLE X

SECTION I EMERGENCY SITUATIONS

In the event of an emergency situation, the Executive Director or the President may call a special meeting of the Executive Board or the full Board of Directors or may poll the membership to address the situation.

ARTICLE XI

SECTION I FISCAL YEAR

The fiscal year of the Association shall be July 1 to June 30.

ARTICLE XII

SECTION I – REMOVAL CLAUSE

In the event that any member of the Board of Directors or any FIAAA award recipient no longer meets the FIAAA Statement of Ethics or the general morals of society, the Board of Directors may remove such individual from the Board of Directors or remove such individual from award recognition.