

Constitution of the National Association of Division III Athletic Administrators

Preamble

Members of this Association share many of the same visions of intercollegiate athletics, build programs on like principles, and embrace similar philosophies. At the same time, this Association recognizes and values the diversity generated by athletics programs that represent institutions of varying educational missions and resources.

Article I -- Name

The name of this Association shall be the National Association of Division III Athletic Administrators (NADIIIAA).

Article II -- Purpose

The purposes of this Association shall be:

1. To provide a forum for the exchange of ideas, programs, and materials that will enhance the professional growth and development of its members;
2. To provide a unifying vehicle that can serve as a resource and focus attention on issues specific to the membership of Division III of the National Collegiate Athletic Association; and
3. To encourage the continued development of athletics programs focused on the student-athlete and based on sound educational philosophy.

Article III -- Membership and Dues

Membership in this Association shall be open to all athletic administrators representing Division III member institutions and conferences including, but not limited to, directors of athletics, senior woman administrators, associate and assistant directors of athletics, conference executives, and faculty athletics representatives.

Procedures for the establishment and assessment of dues shall be governed by the Bylaws of the Association.

Only dues-paying members of this Association shall be eligible to vote at meetings of the Association, hold office, or serve on committees of the Association.

Article IV -- Governance

The governance structures and committees of this Association shall include representation from the full-range of its members. Representation should be sought from all geographic regions of the country; independent institutions and those which are members of conferences; men and women; minorities; and all levels of administrative responsibility (e.g., directors of athletics, senior woman administrators, associates, assistants).

Article V -- Officers

The officers of this Association shall be a President, Vice President, and Secretary. There shall be an Executive Committee of the Association composed of the Association officers, the immediate past president, the immediate past secretary, and two At-Large Members. The Executive Committee may appoint an Executive Officer to coordinate the business of the Association.

Officers and at-large members of the Executive Committee shall be elected for terms of two-years. Except that the Vice President shall succeed the President and then serve two years as the Immediate Past President. Elections shall take place on line and results will be announced at the NCAA Convention in January. The Vice President shall be elected in even-numbered years, and the Secretary shall be elected in odd-numbered years. At the completion of his or her term, the Secretary shall continue to serve on the Executive Committee as the Immediate Past Secretary for a term of two years.

In the event the President cannot complete his or her term of office, the Vice President, shall complete the remainder of the unexpired term. Upon completion of the unexpired term, the Vice President shall, at his or her discretion, be permitted to serve his or her own term as President.

In the event the Vice President, Secretary, or At-Large Members cannot complete their terms of office, or if the Vice President assumes the duties of President to complete an unexpired term, a new Vice President, Secretary, or At-Large Member shall be appointed by the Executive Committee.

Duties of the Officers and Committees of the Association shall be specified in the Bylaws of the Association.

Officers shall be limited to one set of terms in any ten (10) year period.

Article VI -- Amendments

This Constitution may be amended by a two-thirds majority vote of members present and voting at the Annual Business Meeting of the Association, or by a two-thirds majority vote of members voting by electronic ballot. Proposed amendments to the Constitution must be submitted in writing to the Secretary not less than thirty (30) days prior to the NCAA Convention. Notice of proposed changes shall be distributed to the membership electronically not less than fifteen (15) days prior to the NCAA Convention or electronic ballot by the Secretary.

Article VII -- Dissolution

In the event the membership of the Association determines its purposes, as set forth in this Constitution, can no longer be served or may be better served by another organization, the Association may be dissolved by a three-fourths majority vote of members present and voting at the NCAA Convention, or by a three-fourths majority vote of members voting by electronic ballot. Such Proposal of Dissolution shall be delivered to the Secretary not less than sixty (60) days prior to the Annual Business Meeting or the designated date of the electronic ballot, and shall be distributed to the membership not less than thirty (30) days prior to the scheduled vote.

In the event such Proposal of Dissolution is approved, the disposition of all funds and assets held by the Association shall be determined by the Executive Committee unless otherwise specified in the Proposal of Dissolution.

Bylaws of the National Association of Division III Athletic Administrators

Article I -- Dues and Finances

The payment of annual dues shall entitle individual members to all rights of membership as specified in the Constitution and Bylaws of the Association.

Annual dues shall be set by the Executive Committee. Dues shall be payable upon receipt of an invoice from the association.

The Association shall operate as a non-profit organization. It shall receive funds solely for the intent of advancing the stated purposes of the Association. No funds shall be used for the benefit of any individual member of the Association.

An Annual Financial Report shall be presented to the membership of the Association via posting on the association website and distributed electronically.

Article II -- Duties of Officers

The officers of the Association shall carry out all responsibilities enumerated in the Constitution and Bylaws including the following.

Duties of the President -- The President shall preside at all regular and special meetings of the Association, represent the Association to other organizations and the public, and perform other such duties as normally pertain to office of the chief executive officer. The president shall serve as chair of the Executive Committee of the Association and program chair for the Annual Business Meeting.

Duties of the Vice President -- The Vice President shall preside at meetings in the absence of the President and shall assume the duties of the President when the President is absent or when the President is unable to fulfill the duties of the office of chief executive. The Vice President shall chair the program committee for the annual summer forum.

Duties of the Secretary -- The Secretary shall maintain an accurate record of the proceedings of the Association. The Secretary shall be responsible for providing notices of annual and special meetings of the Association to the membership in a due and timely manner. Actions taken at any annual or special meeting of the Association shall be reported to all members no later than forty-five (45) days following the respective meeting.

Duties of the Executive Officer -- The duties and title of the Executive Officer shall be determined by the Executive Committee and reported to the membership of the Association. The Executive Officer may serve as an ex officio member of committees of the Association when so directed by the Executive Committee. The Executive Officer shall be responsible for the following:

- Conduct of the routine business of the Association;
- Membership registration, renewal, and billing processes;
- Invoicing, collection, disbursement, and accounting of all funds related to the business of the Association;
- Coordinating arrangements and logistics for meetings and events sponsored by the Association;
- Maintenance of the Association web site and list server;
- Coordination and support for the awards and recognition programs of the Association;
- Administration of the NCAA-NADIIIAA Partnership Grant; and
- Other duties as determined by the Executive Committee.

Duties of the At Large Members -- The At Large Members will serve as co-chairs, respectively, of the program committee for the NCAA Convention and the Summer Forum. One At Large Member will serve as liaison to the Jostens Community Service Awards Committee and one At Large Member will serve as the liaison to the Emerging Administrator Award Committee.

Duties of the Past President -- The Past President shall be responsible for chairing the nomination committee and seeking qualified candidates for the annual elections.

Financial Responsibilities - The Executive Committee shall be responsible for oversight of the finances of the Association including any fiduciary functions assigned to the Executive Officer or other person or agency. These functions shall include the following: bill, collect, and deposit all membership dues; disburse and account for all funds as provided in the Bylaws or as directed by the Executive Committee or the membership; and provide an Annual Financial Report to the membership.

Article III -- Meetings

The Association shall meet at least annually. An Annual Business Meeting shall be held in conjunction with the Annual Convention of the National Collegiate Athletic Association. The sites and times of all meetings shall be selected by the Executive Committee.

Special meetings of the Association may be called by the Executive Committee or by vote of the membership at the Annual Meeting. Whenever possible, special meetings shall be scheduled in conjunction with meetings of other organizations with which the Association shares an overlap of membership.

The executive committee will meet monthly via conference call to discuss association business and for program planning.

The order of business for the Annual Meeting shall be:

- Report of the Executive Committee
- Membership Report
- Financial Report
- Reports of Committees
- Old Business
- New Business
- Appointment of Committees
- Election of Officers

The stated order of business for the Annual Business Meeting may be altered by the President. The order of business at any other meeting shall be set by the President provided the business for which the meeting is called shall be given first attention.

Article IV -- Committees and Their Responsibilities

Except where otherwise specified by the Constitution or Bylaws:

- Each committee of the Association shall elect a vice chair to assist the chair and to carry out the responsibilities of the chair when necessary;
- Membership on the standing committees of the Association shall be open to all members of the Association through self-nomination;
- Assignment of individuals to specific standing committees shall be coordinated by the Membership Committee;
- Members shall serve on no more than one standing committee at a time;
- There shall be no restriction on the length of service by individual members on standing committees.

It shall be the responsibility of the respective committee chairs to provide the membership of their committees with due and timely notice of all committee meetings. The vice chair of each standing committee shall keep an accurate record of the proceedings of the respective committee and forward the same to the members of the committee and the Secretary of the Association.

Executive Committee -- The Executive Committee shall conduct the business of the Association between annual meetings. A report of actions taken on behalf of the Association shall be presented at the Annual Business Meeting. The Executive Committee shall set the Annual Dues of the Association and shall be responsible for approving an Annual Budget.

The Executive Committee shall be empowered to create special committees to address issues of concern to the membership of the Association. All such committees shall report to the Executive Committee and subsequently to the membership at the Annual Meeting. The Executive Committee shall appoint the chairs of all standing and special committees of the Association, except where provided by the Constitution or Bylaws.

The Executive Committee shall determine the nature and scope of work assigned to the Executive Officer and shall supervise the work of the Executive Officer. The Executive Committee shall be responsible for the setting and disbursement of any stipend associated with such work.

Nominating Committee -- The Nominating Committee shall be composed of the Executive Committee and the other members of the association who are selected at the discretion of the chair of the Nominating Committee. The Nominating Committee shall recommend to the membership candidates for election as officers of the Association. The nominating committee shall be chaired by the Past President.

Awards Committee(s) -- The Awards Committee(s) shall administer any awards and recognition programs sponsored by the Association including solicitation of nominees, selection of recipients, and presentation of the respective awards or recognition. The committee(s) may also recommend to the Executive Committee additions, changes, or deletions to the award and recognition programs sponsored by the Association.

The chairs of these committees will be appointed from the membership by the Executive Committee for four year terms.

Ad hoc Committees -- Ad hoc committees will be formed by the Executive Committee as needed for special projects and initiatives.

Article V -- Voting and Action by the Association and Committees

Quorum -- A majority of Association members shall constitute a quorum for the transaction of business at an annual or special meeting of the Association. Three-fourths of the membership of the Executive Committee shall constitute a quorum for that body, and one-half the membership of other committees shall constitute a quorum for those respective committees.

In the event a quorum is not present for an annual or special meeting of the Association or a meeting of one of its committees, business may be transacted by a two-thirds majority of those present and voting.

Voting -- Each member of the Association and its committees is entitled to one vote on any question presented to the Association or its committees, respectively, in conformity with its Constitution and Bylaws. No voting by proxy shall be allowed. Association voting may be conducted electronically by invitation as determined by the Executive Committee.

To be enacted, all business presented for consideration at annual or special meetings of the Association or at its committee meetings shall be passed by a majority of those eligible members present and voting, except as otherwise specified in the Constitution or Bylaws.

Robert's Rules of Order (Revised) shall be the parliamentary authority for the conduct of all meetings of the Association and its committees and shall be the deciding reference used in case of parliamentary challenge.

Article VI -- Amendments

These Bylaws may be amended by a majority vote of members present and voting at the Annual Business Meeting of the Association, or by a majority vote of members voting by electronic ballot. Proposed amendments to the Bylaws must be submitted in writing to the Secretary not less than thirty (30) days prior to the Annual Business Meeting. Notice of proposed changes shall be distributed to the membership prior to the Annual Meeting or scheduled vote by the Secretary.

The Executive Committee may propose amendments to the Bylaws without prior notification of the membership; however such proposed amendments must be presented to the membership in writing prior to their consideration during the Annual Business Meeting or scheduled electronic vote.