

**NATIONAL ASSOCIATION OF ACADEMIC AND STUDENT-ATHLETE
DEVELOPMENT PROFESSIONALS (N4A)**

CONSTITUTION

PREAMBLE

Intercollegiate athletics places unusual demands on student-athletes. Athletic and academic interests compete for the student-athlete's time, energy, and attention. The N4A believes that colleges and universities can and must provide the opportunities for participants to be successful students and fulfilled athletes.

Article 1. Name

This organization shall be known as the National Association of Academic and Student-Athlete Development Professionals (N4A).

Article 2. Purpose

The purpose of this organization shall be:

1. To provide support, leadership and direction to its members endeavors; to cultivate and improve the opportunities for academic success and personal development for student-athletes in universities and colleges by providing informed, competent, and holistic advising;
2. To enhance communication between the academic and athletic communities while serving as a liaison between those communities;
3. To continue to elevate the status of this profession and develop leadership within the organization.

Article 3. Membership

1. Professional Member: Any person whose purpose is to assist student-athletes in pursuit of their educational goals and who holds a position at an educational institution may become a voting member of this organization. Only professional members with a paid membership will be considered in good standing and therefore can be nominated to serve on committees or hold national offices in the N4A. A professional member serving on a committee who does not keep membership intact will be removed from his/her position by the Executive Committee. In extraordinary cases, the Executive Committee may ask non-professional members to serve on committees on an ad-hoc basis.
2. Affiliate Members: Individuals with related interests may become affiliate members without voting privileges.
3. Student Members: Any student whose purpose is to assist student-athletes in pursuit of their educational goals may become a non-voting member of this organization.
4. All members agree to uphold and to further the stated purposes of this Association.

5. An annual membership fee structure shall be prescribed by the Board of Directors.
6. Members are delegated to a region by state. However, members can designate and alternate region by choice by notifying the national office in writing. All applicable bylaw and representative status are consistent with region selected.

Article 4. Officers

4.1 Elected Officers at the annual meeting shall be:

President

Assumed by President-Elect at Annual Meeting.

Term: One Year (Voting)

President-Elect

Elected at Annual Meeting

Term: One Year (Voting)

Past President

Assumed by outgoing President

Term: One Year (Voting)

Regional Director (5)

Elected by the members of the Region. Election conducted either at the Annual or Region Meeting, or by alternate method prior to Annual Meeting. Region 1 and 3 elect in even-numbered years. Region 2, 4, and 5 elect in odd-numbered years.

Term: Two Years (Voting)

4.2 Ex-Officio Board Members Appointed by the President (any may serve consecutive terms) shall be:

Program Planner

Appointed by the President at Annual Meeting with term ending in even-numbered years.

Term: Two Years (Non-Voting)

Parliamentarian

Appointed by the President at Annual Meeting with term ending in odd-numbered years.

Term: Two Years (Non-Voting)

Historian

Appointed by the President at Annual Meeting with term ending in odd-numbered years.

Term: Two Years (Voting)

Director-At-Large (3)

Director must be and remain an N4A member in good standing. Director At-Large I ends term in odd numbered years. Directors At-Large II and III ends terms in even-numbered years.

Term: Two Years (Voting)

Chair, Past Presidents' Advisory Committee
Appointed by the President
Term: Two Years (Non-Voting)

4.3 Nominations for Division Directors should be submitted in writing to the Board of Directors by March 1 of each year. The Board of Directors will then vote for the Division Directors and notify chairs and newly elected Division Directors so that they can attend pre-convention Board of Directors meetings. Division Directors must have chaired a N4A committee.

Director, Professional Development Division
Elected to terms ending in even-numbered years.
Term: Two Years (Voting)

Director, Student-Athlete Development Division
Elected to terms ending in odd-numbered years.
Term: Two Years (Voting)

Director, Membership Services Division
Elected to terms ending in even-numbered years.
Term: Two Years (Voting)

4.4 If any role of the Executive Committee is vacated for any reason, the remaining members of the Executive Committee along with the Past President Advisory Committee chair will devise a succession plan and submit it to the Board within 45 days.

4.5 If an appointed position is vacated, a new person will be appointed by the President, in consultation with the Executive Committee, to fulfill the remaining term of the vacated position.

4.6 If an elected position is vacated, a call for nominations for the position will be completed by N4A in 30 days and a vote of appropriate membership within 15 days following the announcement of nominees. The management of the vote will be coordinated by the N4A liaison in the NACDA office.

Note - Job descriptions of Officer positions and responsibilities can be found in the N4A Executive Board Manual.

Article 5. Committees

There shall be a Board of Directors comprised of President, President-Elect, Past President, Directors-At-Large (3), Division Directors (3), Regional Directors (5), and Historian. Non-voting members include the Parliamentarian, Convention Program Planner, and Chair of the Past Presidents' Advisory Council (PPAC).

There shall be an Executive Committee comprised of President, Past-President, and President-Elect.

Article 6. Meetings

There shall be an Annual Meeting of the general membership at a time and place designated by the Board of Directors in conjunction with NACDA. There shall be semi-annual meetings of the Board of Directors which shall take place approximately six months prior to the Annual Meeting at a location designated by the President. A Board of Directors meeting(s) shall be held at the annual meeting and as necessary. Additional meetings shall be held when necessary allowing for flexibility in the meeting format.

Article 7. Additional Appointments by President but not members of the Board of Directors

Editor of the *Academic Athletic Journal*

Appointed by the President at Annual Meeting with term ending in odd-numbered years.

Term: Two Years

Article 8. Amendments

This constitution may be amended by a two-thirds vote of professional members in good standing either by absentee ballot or at the Annual Meeting. No amendment shall be voted upon without written notification to the professional members at least one month in advance of the vote.

BY-LAWS

Article 1. Duties of Officers

1.1 The President shall: chair the Executive Committee; preside at all meetings of the membership and of the Board of Directors; perform all such duties required for the office; preside over the mid-year meeting of the Board of Directors.

1.2 The President-Elect shall: chair the Finance Committee, exercise all the functions of the office of the President in the absence of the President; serve as a member of the Executive Committee, Board of Directors and Nomination Committee; succeed the President as prescribed in the Constitution.

1.3 The Immediate Past-President shall: solicit nominations and coordinate the awards process for the Association; assist in maintaining a historical account of the Association; and serve on the Finance Committee, as a member of the Executive Committee, and on the Board of Directors.

1.4 Director, Professional Development Division shall: oversee committee research on prevalent topics of professional development and the needs of members in regards to advancement; coordinate committee efforts to develop model practices for members to expand their industry knowledge and skill base; support committees' development of relationships internal and external to the organization resulting in increased opportunities for members to

engage in professional development activities; assist with collection of material for the virtual resource room.

1.5 Director, Student-Athlete Development Division shall: investigate and participate in the committees' legislative efforts regarding student-athlete well being; support committee's development of communication lines across N4A and representative institutions to monitor concerns on behalf of student-athlete health, wellness, and safety; spearhead committee implementation of programs to benefit student-athlete well being.

1.6 Director, Membership Services Division shall: oversee committee's orientation activities for new and continuing members; coordinate the committee's review of national legislative proposals and communicate information to members.

1.7 Director At-Large (3) is: designed to allow the Executive Committee the ability and flexibility to appoint a board member who can address a unique need for the organization at any particular time. Directors-at-large would serve staggered two-year terms with two directors ending terms in even-numbered years.

1.8 The Regional Directors (5) shall: serve as advisors to the President; act as liaisons between the Executive Committee and the general membership of their respective regions; serve on the Nominating Committee. Individual regions may adopt specific job descriptions respective to regional needs.

1.9 The Parliamentarian shall: see that all meetings are conducted in good order; maintain a current copy of Constitution and Bylaws; update and prepare amendments to the Constitution and By-Laws; present changes at the mid-year meeting; submit changes in writing to the membership at least 30 days prior to the Annual Meeting.

1.10 The Convention Program Planner shall: coordinate the program for the Annual Meeting, participate in pre-Convention planning, assist NACDA with on-site coordination of Convention, soliciting and reviewing proposals from the membership ensuring that the Annual Meeting is of the highest quality and benefit for the membership.

1.11 The Editor(s) of the Academic Athletic Journal shall: be responsible for managing the manuscript review process; coordinate publication of the journal when available with the National Office for publication as available; maintain a library of past issues.

1.12 The Historian shall: be responsible for recording the minutes of the mid-year meeting and all business meetings held at the national convention; assist NACDA in archiving the Association's historical documents.

1.13 The Chair of the Past Presidents' Advisory Council (PPAC) shall advise the President upon request.

Article 2. Voting

2.1 The following Board of Directors' members will have official voting privileges: President, President-Elect, Immediate Past President, five (5) Regional Directors, three (3) Division Directors, three (3) Directors-At-Large, and the Historian.

2.2 The Executive Committee (President, President-Elect, Immediate Past President) may, when necessary, approve actions which do not require the vote of the entire Board of Directors.

Article 3. Working Committees

3.1 The Nominating Committee shall be comprised of the Regional Directors and the President-Elect, with the latter serving as chairperson.

3.2 The National Conference Committee for the Annual Meeting shall be appointed by the President and chaired by the President-Elect. Committee membership shall include a representative from each region.

3.3 Committees are aligned under the following Divisions:

- 1) Professional Development: Research, Model Practices.
- 2) Student-Athlete Development: Ethnic Concerns, Student-Athlete Development, Honors and Awards, LGBTQA, Learning Concerns & Enhancement.
- 3) Membership Services: Membership, Legislative Services, Two Year Colleges.

3.4 Professional Development Institute (PDI) Committee consists of the co-directors and faculty members of the PDI Tracks.

3.5 Strategic Planning Committee comprised of representatives who will develop, oversee and communicate the plan and its effectiveness to committee, Board and members on a consistent basis.

3.6 Other committees may be established by the Executive Committee as deemed necessary.

Article 4. Election of Officers

The nominating committee shall: prepare a slate of candidates which will be presented in writing to the membership at least 30 days prior to the Annual Meeting. No person may be nominated for office who has been an Association member for fewer than three years. A professional member may place a name in nomination for an elected office from the floor at the Annual Meeting. All professional members will have the opportunity to vote for elected offices: (1) those in attendance by completing and submitting their ballot at the Annual Meeting, (2) those not in attendance by absentee ballot requested by the National Office at least 14 days prior to the beginning of the National Convention in order to be counted in the final vote tabulation. No person may hold two elected offices simultaneously. Officers in elected positions may not succeed themselves. However, officers in appointed positions may do so. Officers may

be removed from office for cause by unanimous vote of the other officers on the Board of Directors. The Board of Directors shall make appointments to fill any uncompleted terms until the next general election.

Article 5. Term of Membership

Annual membership commences in one cycle: September 1 – August 31.

Article 6. Regions

There shall be five regions with designation by state. Members are delegated to a region by state. However, members can designate an alternate region by choice by notifying the national office in writing. Members can only vote in the region designated. Regions may be realigned and new conferences designated to regions by Executive Committee action.

Article 7. Amendments

These Bylaws may be amended by a two-thirds vote of the professional members present at the Annual Meeting or by absentee/online balloting submitted by designated deadline. No amendment shall be voted upon without written notification to the professional members at least one month in advance of the vote.

Article 8. Constitutional Authority

The authority of this Constitution and Bylaws shall be Robert's Rules of Order.

N4A Board of Directors Organization Chart

REVISION HISTORY

Revised Constitution Adopted January 9, 1983

Updated: June 1, 1988

Amended: January 6, 1990

Amended: January 4, 1991

Amended: June 17, 1993

Amended: June 9, 1994

Amended: June 15, 1995

Amended: June 13, 1996 - Article 3.2 (Deleted Institutional Membership Category) Amended:
June 23, 1997

Amended: June 13, 1999

Amended: June 24, 2000

Amended: June, 2001

Amended: June, 2003

Amended: June, 2006

Amended: June, 2007

Amended: June, 2008

Amended: June, 2010

Amended: June, 2012

Amended: June, 2015

Amended: June, 2017 (Association name change)