

CENTRAL COAST SECTION ATHLETIC DIRECTORS ASSOCIATION

CONSTITUTION

ARTICLE I

The name of this association shall be the
“CENTRAL COAST SECTION--ATHLETIC DIRECTORS ASSOCIATION”(CCS—ADA)

ARTICLE II

The purpose of this organization shall be:

1. To foster the highest standards of professional proficiency and ethics in the field of athletics.
2. To establish closer working relationships with related professional groups.
3. To represent professionally, all high school Athletic Directors in the Central Coast Section.
4. To provide opportunities for continuing study of the best practices in the field of Athletic administration.
5. To promote the good will and fellowship among Athletic Directors in the Central Coast Section of the California Interscholastic Federation.

ARTICLE III

The Officers of this organization shall be:

1. Executive Officers:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. One Conference Representative from the Northern, Central and Southern Conferences
 - f. Sectional Conference Chairperson
 - g. Development Coordinator

ARTICLE IV

All active and retired Athletic Administrators/Directors in the Section are eligible to become members of this organization.

1. Membership is defined as any active or retired Athletic Administrator/Director in the section.
2. Annual dues will be charged to each member of \$20.00

ARTICLE V

Meetings

1. There will be a minimum of three general meetings per year.
2. An annual Sectional Conference shall be held with the date to be determined by the voting body of the organization.

ARTICLE VI

Conduct of Meetings: Each meeting shall be conducted according to Roberts Rules of Order and a quorum of 10 members will make it official.

ARTICLE VII

By – Laws: The By – Laws of this organization shall be the governing policy. The By - Laws shall be reviewed annually by the Executive Committee and any changes brought back to the voting membership for approval.

ARTICLE VIII

Budget: The annual budget for the association shall be presented at the spring meeting of the organization. It will be up for approval at the fall meeting.

ARTICLE IX

Audit: The financial records of this organization shall be audited annually, for presentation at the fall meeting. July 1st through June 30th constitutes a fiscal year.

ARTICLE X

Term of Office: The term of office for an elected officer shall be one (1) year from July 1st through June 30th.

Elections shall be held at the spring meeting.

ARTICLE XI

Vacancy: The Executive Officers shall declare a vacancy of an elected position as soon as it becomes known and fill such vacancy as soon as possible.

Approved at the May 12, 2005 meeting

Central Coast Section--Athletic Directors Association

By – Laws

Section I

Duties of Officers

President:

- A. Serves as Chairperson of the Executive Committee:
 - 1. Prepares the agendas for all Executive Committee and General Membership meetings.
 - 2. Ascertains that all executive committee members are notified of time, date, and location of all executive meetings.
 - 3. Assigns executive committee members to committees according to interest and when vacancies arise.
 - 4. Coordinates the work of the executive committee through committee chairpersons and officers.
 - 5. Notifies all principals and superintendents by letter that one of their staff has been elected to serve on the CCS--ADA.
 - 6. Convenes the Executive Committee and any Committee Chairpersons, as deemed necessary.
- B. Maintains contact with the CCS--ADA membership through the Newsletter.
- C. Presides over annual CCS--ADA Conference.

Vice – President:

- A. Serves as nomination chairperson during the nomination process in the spring of each year.
- B. Serves as acting President in the absence of President at all Executive and General meetings of the CCS--ADA.
- C. Responsible for any by – law revisions and presents changes at the post year meeting at the executive committee meeting.

Secretary:

- A. Keeps an accurate record of minutes of all executive and general session meetings.
- B. Prints and mails (email) meetings to members of the association.

Treasurer:

- A. Keeps an accurate financial record of this organization.
- B. Provides a written financial statement to all members at each meeting.
- C. Assists in the preparation of association budget.
- D. Makes financial records available for the annual audit.
- E. Receives all monies for this organization and make all disbursements upon approval and direction of the Executive Committee.
- F. Serves as the registration chairperson for the Annual CCS--ADA Conference.

Sponsorship Chairperson:

- A. Responsible to secure appropriate educationally sound sponsorships that meet CCS--ADA guidelines.
- B. Secures and develops revenue sources to support the educational development of the members.

Membership Chairperson:

- A. Solicits membership of Athletic Directors throughout the Central Coast Section.
- B. Prepares and distribute membership packets
- C. Distributes membership cards
- D. Updates membership application and update membership list.

Conference Representatives: Northern, Central, and Southern:

- A. Serves their respective conference on the Executive Committee.
- B. Serves on the CCS--ADA Conference Committee.
- C. Serves as membership coordinator for their conference and reports to the Membership Chairperson.

CCSADA Conference Chairperson:

- A. Serves as a member of the Executive Committee
- B. Serves as director of the annual conference.
- C. Secures and arranges site, date and time of the annual CCS--ADA Conference.
- D. Obtains speakers and set up workshops for the annual CCS--ADA Conference.

**Section II
Fiscal Policy**

Income:

- A. Annual dues for regular membership, affiliate and life members be established each year by the executive committee at the end of the year committee meeting.
- B. Exhibitors and conference registration fees for the annual conference shall be established each year by the Executive Committee at the end of year committee meeting.
- C. Income from donations, interest, sponsored activities and or any other source shall become part of the General fund.
- D. If an Athletic Director cancels up to two weeks before a conference, the AD may receive a refund of their “conference registration” fee. Any cancellations after the two week deadline will be charged a \$25.00 handling fee. Anyone not attending the conference will forfeit their fees, unless there is an extenuating circumstance.

Expenditures:

- A. All expenditures must be approved by the Executive Committee and the general membership. Accounting procedures shall be followed. The association shall maintain a contingency fund of \$500.00
- B. Conference vendor fee to be determined annually.

**Section III
Elected Officers**

Nomination Committee:

- A. The nomination committee shall consist of the vice – president, secretary, and three conference representatives. This committee shall prepare a slate of eligible candidates for the Vice – President to present to the general membership at the final general meeting of the year.
- B. A vote will be taken to elect the slate of officers, as recommended by the nomination committee. Nominations from the floor can be taken at the final general meeting of the year, before the vote is taken by the general membership.

**Section IV
Related Organizations**

- A. CCS--ADA shall affiliate with the CCS, CIF, CSADA, NIAAA, NFHS, CADA, CAHPERD and Cal Coach.