



**OHIO INTERSCHOLASTIC
ATHLETIC ADMINISTRATORS ASSOCIATION**

***Policies, Operations, Procedures
of the Executive Board of Directors***

Revised, Spring-2018

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Foreword

The OIAAA Executive Council's main functions include planning, policymaking and implementation of initiatives and objectives of the organization. The direct responsibilities of the Executive Board are managerial functions, appraisal, consideration or evaluation in the best interest of the total membership. Additional responsibilities of the Executive Board are outlined in this POP Manual.

In making plans, policies and procedures that align with the OIAAA Constitution and By-Laws, this manual will provide guidance and direction to the Executive Board and others who are charged with fulfilling the purposes of the Association.

The OIAAA Constitution and By-Laws place specific administrative and managerial responsibilities on the Executive Board, as well as the legislative, administrative and managerial process of the membership.

OIAAA Mission Statement

"The OIAAA advocates for our members by promoting the educational values of interscholastic athletics."

To accomplish this mission, the OIAAA serves its members by providing resources to develop and enhance leadership skills and to offer opportunities for professional growth. Working under the guidance of the National Interscholastic Athletic Administrators Association, the OIAAA seeks to enhance the professional growth and development of current and aspiring athletic directors in the State of Ohio.

Statement of Purpose

The Ohio Interscholastic Athletic Administrators Association was founded in 1956 to provide a professional organization in Ohio for interscholastic athletic administrators. From its beginning, the OIAAA was established to create an exchange forum of best practice for the oversight and enhancement of education-based athletic programs in Ohio schools.

Services performed by the OIAAA include (but not limited to):

- Certified professional development for athletic administrators.
- Professional forums for current athletic issue solutions.
- Exchange of professional literature, ideas and training programs.
- Marketing of and public relations for the development of education-based athletic programs.
- Endorsement of ethical standards in interscholastic athletics.
- Support and development of sportsmanship in athletics.

The main source of income for OIAAA is membership dues, professional and corporate sponsorships and conference exhibitors' fees. Expenses are for the provision of professional communications, awarding of student scholarships, the annual state conference (expenditures for facilities, meals and services), minimizing association members' costs for professional development presentations and

associated expenses for sending representatives to NIAAA Section 2 and national professional conferences.

The OIAAA is dedicated to the advancement of interscholastic, education-based athletic programs in Ohio. We are a non-profit (501c3) organization.

**SECTION I:
THE CONSTITUTION
of the
OHIO INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION
*Revision Approved by vote of Membership: November 18, 2013***

ARTICLE I - Organization

This organization is incorporated according to the laws of the State of Ohio as a nonprofit (501c3) association. The name of the organization shall be known as the **Ohio Interscholastic Athletic Administrators Association**.

ARTICLE II – Mission Statement

The OIAAA advocates for our members by promoting the educational values of interscholastic athletics

ARTICLE III - Membership

1. Regular

- A. A person is qualified to become a regular member of the OIAAA with full privileges and benefits if he or she is employed on a full or part-time basis by a school district in Ohio and has among his/her responsibilities some segment of the administration of the interscholastic athletic program of that school or district.
- B. The individual shall agree to comply with the constitution of the OIAAA, make an application to the OIAAA, and submit registration fees annually to the Association Treasurer during enrollment periods.
- C. Privileges and benefits shall include, but not limited to:
 - * Supplemental liability insurance coverage for duties aligned with fulfillment of duties as athletic administrator.
 - * Access to “Members Only” privileges on association website and association properties.
 - * Regular communication newsletters
 - * Statewide list-serve for postings and athletic communications
 - * Discounted rates for annual conference registration
 - * Opportunities to seek positions and office within District and State OIAAA committees and boards

* Representation on state committees and collegial associations

2. Associate

- A. An individual is qualified to participate as an associate member in the meetings and activities specified by the Executive Board if any one of the following conditions are met:
 - 1. Is employed by an educational institution or is a member of an organization that is directly involved with interscholastic athletics.
 - 2. Has been a regular member of this association but no longer qualifies for that membership classification because of change of employment or job classification.
 - 3. Is retired from education/interscholastic athletics and who has been a regular member of this association.
 - 4. Is a current student at a qualified educational institution and is taking coursework leading toward a potential vocation within interscholastic athletics.
- B. Associate members will be entitled to publications, the privilege of registering for conferences and meetings and all mailings and other services as determined by the Executive Board.
- C. Associate members shall not have the right to vote or hold office.
- D. Fees shall be set annually by the Executive Board.

3. Honorary

- A. Honorary membership may be bestowed on individuals by the Executive Board. There shall be no dues or voting privileges for such a member.

4. Membership Year

- A. Begins with enrollment and is for 365 days. The AMP system will remind you when your membership needs to be renewed.

ARTICLE IV – Offices (See detailed job descriptions within “Operations” Section)

1. Officers

The officers shall be Executive Director, Assistant Executive Director, Past President, President, President-elect, Secretary and Treasurer. The executive board consists of the officers, district representatives and the position of Ethnic Minority rep, Female rep and Middle School rep. With the exception of the Executive Director, Assistant Executive Director and Treasurer, each officer and representative shall have voting privileges on all items of association business.

2. Duties of the Executive Director

The Executive Director shall be appointed by approval of a majority vote of the Executive Board for a term of three (3) years and does not have voting privileges. The Executive Director will serve as an advisor and liaison officer for the OIAAA on all matters pertaining to the operation of the organization.

3. Duties of the Assistant Executive Director

The Assistant Executive Director shall be appointed by approval of the majority vote of the Executive Board for a term of three (3) years and does not have voting privileges. The Assistant Executive Director shall assume the roles of the Executive Director in his/her absence.

4. Duties of the President

The president shall preside at all meetings of the association. He/she shall have the power to appoint special committees for the purpose of improving the objectives of the association. He/she will work directly with the Executive Director in the preparation of OIAAA Executive Board agendas. The President shall represent the OIAAA in any NIAAA sanctioned meetings (National or Section). The length of term of president is two years beginning with the conclusion of the state conference in the initial year of term.

5. Duties of the President-elect

The President-elect shall perform the duties of the President in his/her absence or inability to act. The President-elect shall assist the President in any matters necessary. The President-elect serves as the Coordinator of the Annual State Conference working directly with the Executive Director and Conference Chair(s). The length of term of president-elect is two years beginning with the conclusion of the state conference in the initial year of term.

6. Duties of Past President

Upon completion of his/her term of the Presidency, he/she shall serve as an advisor and will assist the President in any matters requested and will have voting privileges. The Past-President will also serve as the Membership Chair.

7. Duties of the Secretary

The secretary shall be the chief correspondence officer responsible for all such records and proceedings of the association. He/she shall be responsible for notices, publication, reports and other items necessary for proper operation of the association. The Secretary shall furnish copies of all minutes to all members of the Executive Board and maintain an archive of such notations. He/she shall conduct meetings in the absence of the President and President-elect.

8. Duties of the Treasurer

The Treasurer shall be appointed by approval of a majority vote of the Executive Board for a

term of three (3) years and does not have voting privileges. The Treasurer shall be the chief financial officer responsible for receipt and disbursement of funds authorized by the Executive Board. Accurate records are to be kept, subject to an annual audit by the Auditing Committee. A Financial report shall be given as routine order of business at all open meetings. The Treasurer shall also serve as the Fiscal Agent for all disbursement of funds related to the Annual State Conference. It is also the responsibility of the Treasurer to submit a budget at the May Executive Committee meeting. The OIAAA Executive Board will designate additional signee(s) for all fiscal matters.

9. Duties of District and Special Representatives

The District representatives shall consist of one from each district of the athletic district of the OHSAA, duly appointed by each district. They shall be the liaison between the district and the state board. The length of term for each district representative is four years.

Special Representatives shall be selected in the following manner:

- Middle School representative(s) shall be employed by an OHSAA member school district and employed full time with more than 60% of his or her duties in their respective Middle School assignment
- Ethnic/Minority representative shall be defined as one who is considered in the U.S. census as either American Indian, Asian, African American, Hispanic or Native Pacific Islander.

Initial cycle of Special representation (each position will be a maximum of four-year appointments to the OIAAA Board of Directors):

- First cycle:
 - Middle School rep will be chosen between the Central and Southwest Districts.
 - Female rep will be chosen between the Northeast and East Districts
 - Ethnic Minority rep will be chosen between the Northwest and Southeast Districts.
 - Second cycle:
 - The second cycle for each representative position will come from the first cycle District NOT chosen as the representative.
 - Future cycles:
 - Representative positions will rotate positions and alternate between the Districts as identified in the First Cycle.
 - Example: For the Middle School rep in cycle one, the Southwest District candidate is selected. In the second cycle, the Central District candidate will assume the MS rep position. In a third cycle, the Southwest and Central would decide upon the Female representative; subsequent cycles and District alignments would follow the same sequence.
- In the event a District does not have a viable candidate to fill the representative

position, the choice of representative defaults to the paired District.

10. Appointment of Officers

The appointment of officers shall be on a rotation basis. Each district will submit a candidate for Secretary when their district's term becomes available for that office. If a district does not submit a candidate for the office of Secretary, the next district in sequence will have the right to submit a candidate for the Secretary's office. The district that passes will not be permitted to submit another candidate until their term comes in proper sequence. The term of office shall be for not longer than two (2) years. The office will begin immediately after the state Fall Conference. The sequence in order of the candidate of Secretary shall be as follows:

2021 - Northwest
2023- Northeast
2025- Central
2027- Southeast
2029- East
2031- Southeast

The district whose turn it is to elect a Secretary must submit his/her name and an alternate by the May meeting the year before that person will take office. The sequence of office will be Secretary, President-elect, President, and Past President. The offices of Executive Director and Treasurer shall be appointed at the pleasure of the Executive Board. These appointments shall be reviewed annually at the January Executive Board meeting.

Appointment of OHSAA Representative:

The ex-officio member on the OHSAA Board of Directors from the OIAAA will be a representative as selected by the OIAAA Executive Board.

11. Eligibility

A regular member of this association may be appointed to an office. If at any time during his/her term the person's responsibilities as an athletic administrator are terminated, the person shall, with the approval of the Executive Board, complete their term of immediate office.

ARTICLE V - Executive Board

1. Membership

The Executive Board shall be composed of all duly appointed officers and board members specified in Article IV, each having one vote on all legislative matters. The Executive Board shall put into effect the rules, regulations and amendments passed by the membership and take official action on the behalf of all OIAAA members. The Board will establish organization dues and Conference fees on an annual basis. The Executive Board will approve an annual budget for the organization. The Executive Board will meet a minimum of twice a year to plan, organize and implement the Annual State Conference along with conducting association business at

regular intervals.

2. Legislative Action

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

3. Ex-Officio Members

The Commissioner or their designee of the Ohio High School Athletic Association and a representative of the Ohio Association of Secondary Administrators (OASSA) shall be ex-officio members of the Ohio Interscholastic Athletic Administrators Association. The Executive Board, on the recommendation of the president, may appoint other ex-officio members. They may attend meetings but do not have a vote. These may include such positions as: various Ohio Coaches Association liaison(s), Awards Chairperson, Exhibits Chairperson, Newsletter Editor, State Conference Program coordinator, State Conference Chairperson, State LTC Coordinator, State Website Chair, State Certification Chair, **Retired AD Chair** and any other individuals which the Executive Board feel necessary to conduct Executive meetings.

4. Quorum

A quorum shall consist of two-thirds of the voting membership of the Executive Board and any action taken shall be based on simple majority vote.

5. Executive Board Meetings

The Executive Board at the August meeting shall determine an annual schedule of meeting dates along with approving the annual budget.

ARTICLE VI - Meeting

1. Regular

Regular meetings shall be conducted on dates set by the Executive Board.

2. Appointments

Appointments shall be a part of the business meeting at the Annual State Conference.

3. Fall Conference (State Conference)

General Membership Meeting will be held at the fall conference. The hosting district shall submit final plans for the state conference for approval at the May Executive Board meeting. The following rotation will be in effect as to district hosting of the fall conference.

Southwest 2025, 2031, 2037

East 2022, 2028, 2034

Northeast 2026, 2032, 2038

Southeast 2023, 2029, 2035

Northwest 2021, 2027, 2033

Central 2024, 2030, 2036

4. Committee Meetings

The Executive Board and other committees may meet as often as deemed necessary to administer business. The chairperson of the group shall call all such meetings. Notice of at least one week should be given to all members as to time, place, and agenda.

5. NIAAA Delegates: National Assembly/Section 2 Meeting (5)

A. The Ohio Delegates to the Annual NIAAA Delegate Assembly will be (in hierarchy):

Executive Director of OIAAA

Assistant Executive Director of OIAAA

President of OIAAA

Treasurer of OIAAA

Secretary of OIAAA

President-elect of OIAAA

Past-President of OIAAA

District Representative (rep of the District that

hosts the Fall Conf)

B. In the event that any of the above is unable to attend the NIAAA Delegate Assembly, The President of the OIAAA may appoint the appropriate number of delegates to represent Ohio.

1. Representatives from the various districts will fill the remaining number of delegates assigned to Ohio by NIAAA.
2. The rotation will be the same as that for the district sponsoring the state conferences. The first available delegate position will be offered to the district sponsoring the State Conference for the following year. The second delegate seat will be given to the district sponsoring the state conference the following year.

ARTICLE VII - Committees

1. Audit Committee

The OIAAA Treasurer will submit a full fiscal report to the audit committee and be present to address queries from the committee. The auditing committee will consist of the President, Secretary, and two district representatives appointed by the President and they shall have completed the annual audit by the Fall Conference.

2. Additional Committees

The Standing and Working Committee will provide additional guidance and support for the business and operations of the OIAAA. See a full list of committees in Section II of the POP Manual.

3.Appointive Powers

All appointed committee chairpersons may appoint a member from each of the athletic districts of the OHSAA to serve on the respective committee.

ARTICLE VIII - District Organizational Relationship

1. Relationships

District organizational relationships shall exist with each of the District Interscholastic Athletic Association (IAA) organizations that are directly affiliated with the OIAAA.

2. Correlation

It is recommended that the constitution and proceedings of each district association be consistent with the fundamental purposes of the OIAAA.

3. Joint Membership

Membership in the District, State and National organizations are combined into one payment.
(option to include OASSA for those on administrative contract)

ARTICLE IX - Vacancies

1. President

In case of a vacancy in the office of the presidency, the President-elect shall become President and serve the remainder of that vacated term. Following completion of the President's term, the President-elect shall serve the original appointed term as President.

2. President-elect

In case of a vacancy in the office of President-elect, the position will remain vacant until the next general membership meeting. At this meeting the Secretary will assume the duties of the President-elect and membership shall appoint a new Secretary.

3. Secretary

In case of a vacancy in the office of Secretary, the position will be filled through an appointment by the Executive Board. This appointee will remain in the Secretary's office until the next General Membership Meeting. At the next General Membership meeting a new secretary will be appointed according to the proper district rotation and to complete the term of office.

4.Executive Director

In case of a vacancy in the position of Executive Director, the Assistant Executive Director shall serve in the role of Interim Executive Director until such a point in time where the Executive Board of Directors has selected and approved a candidate to fill the vacancy on a full-time basis.

ARTICLE X - Constitutional Revision

1. Constitutional Purpose

The constitution of the Ohio Interscholastic Athletic Administrators Association has been developed to best serve the purpose of this organization as outlined in Article II

2. Amendments

Amendments to the Constitution shall be by referendum vote of the members of the Executive Board.

3. Adoption

Adoption of amendments shall be by simple majority of voting members of regular meetings.

4. Referendum

All amendments may be proposed by the Executive Board or by petition of thirty (30) active members to the Executive Board at least thirty (30) days prior to any regular meeting.

5. Emergency

In the event of an emergency, the President may call a special meeting, or he/she may poll the membership by the most efficient available communication. The Executive Board shall have the power to fill vacancies created on the Board or to take any necessary action in the interest of the Association in accordance with the Constitution and By-Laws of the Association.

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Previous revision: 10/12/05

Section II: OPERATIONS OF THE ORGANIZATION

A. Duties and Expectations of the Executive Board

- 1. Executive Director:** The position of Executive Director of the Ohio Interscholastic Athletic Administrator Association (OIAAA), will be a non-voting member of the Board of Directors and will be appointed by the President and approved by the Board of Directors for renewal terms of three years in length. Said approval should be part of the March business meeting. The Executive Director's term shall be from July 1 through June 30 in any contracted term.

- a. Purpose: The Executive Director will help maintain continuity of the OIAAA, develop alliances with other professional organizations and support the mission of the OIAAA.
- b. Applicant Requirements:
 - i. Must have served or is currently serving as an athletic administrator.
 - ii. Current member of OIAAA
 - iii. Current member of NIAAA
 - iv. Preference will be for candidates that have served in some capacity on the OIAAA Board of Directors
- c. Responsibilities to include:
 - i. Assist with the coordination of the OIAAA website (with Website Chair)
 - ii. Assist with the State Conference Host District and serve as Co-Chair of annual state conference
 - iii. Maintain and Increase Corporate Partners and Sponsors for OIAAA
 - iv. Attend all OIAAA Board of Director meetings
 - v. Shall assist or seek the assistance of officers and members, when applicable, to fulfill needs of the organization.
- d. The Executive Director shall attend the following:
 - i. OIAAA State Conference
 - ii. NIAAA Conference
 - iii. NEDC (National Executive Director Committee) meeting in the summer
 - iv. NIAAA Section 2 Summer Meeting
 - v. Additional meetings deemed relevant to the professional enhancement of the OIAAA
- e. Compensation:
 - i. The OIAAA shall pay the Executive Director an annual stipend for duties performed in the role of Executive Director per the compensation schedule (Section II, A-10-g). The amount of the stipend shall be determined by the Executive Board of Directors and can be reviewed annually by the Board based upon the performance of the Executive Director.
 - ii. The Board of Directors will reimburse the Executive Director for
 - 1. OIAAA State Conference
 - 2. NIAAA National Conference
 - 3. NIAAA Section 2 Summer Meeting
 - 4. NEDC annual meeting in the summer

5. Meetings associated with OIAAA Districts, OIAAA business partners or solicitation of potential partners.
6. Expenses associated with the normal operation of an OIAAA office of operation

If the Executive Director is not a current athletic administrator or their school district does not cover expenses for the above meetings the OIAAA will reimburse for these expenses.

f. Additional Duties:

- i. Assist the President as specified under duties and responsibilities, with specific responsibilities to distribute and develop Board meeting agendas and document packets via the Board online portal.
- ii. Shall serve as a liaison, mentor and advisor for the OIAAA on matters pertaining to the operation of the association.
- iii. Shall be committed to the mission of the OIAAA as stated in Article II of the Constitution and By-Laws.
- iv. Attend all Executive Board meetings, State Conference, Summer Meetings and National Conference.
- v. Advise and direct the Executive Board in carrying out the affairs of the organization.
- vi. Coordinate the collection of all records and archival material of the association to the website.
- vii. Oversee that all permanent records are collected and secured from each officer and committee chair.
- viii. Assist all standing committees in performing their duties and responsibilities.
- ix. Coordinate all financial requests and/or allocations with various committees and the Treasurer.
- x. Maintain and provide a Constitution, Operations Manual and staff development on OIAAA policies, procedure, and operations for newly elected officers and committee chairpersons.
- xi. Assess and procure member benefits.
- xii. Assist the President and Past President in annual review of Constitution and Operations Manual.
- xiii. Coordinate with the Leadership Training chairperson an annual assessment of Professional Development and Leadership Training opportunities with membership.
- xiv. Assist the Newsletter Chair with quarterly editing and publication of electronic e-zine.

2. Assistant Executive Director: The position of the Assistant Executive Director of the Ohio Interscholastic Athletic Administrators Association (OIAAA) will be a non-voting

member of the Board of Directors and will be appointed by the President and approved by the Board of Directors for renewable terms of three years in length.

a. Purpose: Provide support to the OIAAA Executive Director, the Officers and the Board of Directors in the operation of the OIAAA. It is intended that the Assistant Executive Director assumes the duties as assigned by the Board of Directors and assumes the role of the Executive Director in his/her absence or until such time as the Board identifies additional position needs.

b. Applicant Requirements:

i. Must have served or is currently serving as an athletic administrator

ii. Current member of the OIAAA

iii. Current member of the NIAAA

iv. Preference will be for candidates that have served in some capacity on the OIAAA Board of Directors

c. Responsibilities to include

i. Oversees the development and coordination of the annual OIAAA State Conference

ii. Works with the Executive Director in the coordination and marketing of the Partnership/Sponsorship program

iii. Assists with the Membership Chair and coordination of membership rosters with the OIAAA Treasurer

iv. Oversees the development of the Strategic Plan

d. Compensation

The OIAAA will compensate the Assistant Executive Director for their efforts on behalf of the OIAAA associated with business conducted on behalf of the OIAAA and Board of Directors under Article 10.

3. **Past-President:** Will have successfully completed term as President. The past president shall serve as the chairman of the Membership committee. The past president shall be responsible for any proposed revisions of the constitution or by-laws and present any changes at the August meeting of the board of directors. The past president shall provide copies of the constitution to all new board members. The past president shall assist the president and board of directors in all constitutional procedures. The past president shall serve for a two-year term.
4. **President:** The president shall be the principal executive officer of the organization and shall in general supervise and control all of the business and affairs of the organization. The president shall preside at all meetings of the members and of the board of directors. The president may sign, with the secretary or any proper officer of the organization authorized by the board of directors, any deeds, mortgages, bonds, contracts, or other instruments which the board of directors have authorized

to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the board of directors or by these by-laws or by statute to some other officer or agent of the organization; and in general, perform all duties

incident to the office of president and such other duties as may be prescribed by the board of directors from time to time. The president shall have the power to appoint special committees and call special meetings of the OIAAA Board of Directors. The president shall approve all vouchers for expenditures. The president shall serve for a two-year term upon which time they will assume the position of past-president.

- a. **President's Award:** A "President's Award" is presented to the current president at the November Conference Award Banquet upon the completion of their second year of service as President.

5. **President-Elect:** In the absence of the president or in the event of the president's inability to act or refusal to act, the president-elect shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all restrictions upon the president. The president-elect shall perform such other duties from time to time that may be assigned by the president or the board of directors. The president-elect shall serve for a two-year term upon which time they will assume the position of president.
6. **Secretary:** The secretary shall keep the minutes of the meeting of the members and of the board of directors in one or more books, provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provision of these by-laws; and in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the board of directors. The secretary shall conduct meetings in the absence of the president or president-elect. The secretary shall be responsible for preparing a report of all district caucuses and prepare a report for the State Conference meeting listing actions and recommendations taken at such causes. The secretary shall serve as the Chair of the Auditing Committee. The secretary shall serve for a two-year term upon which time they will assume the position of president-elect.
7. **Treasurer:** The position of Treasurer of the Ohio Interscholastic Athletic Administrator Association (OIAAA), will be a non-voting member of the Board of Directors and will be appointed by the President and approved by the Board of Directors for renewal terms of three years in length. Said approval should be part of the March business meeting. The Treasurer's term shall be from July 1st through June 30th in any contracted term. The Treasurer shall be the chief financial officer responsible for the receipt and disbursement of funds authorized by the Executive

Board or President. The Treasurer shall write checks for all approved vouchers. The Treasurer shall submit a financial report as routine order of business at all OIAAA meetings. The Treasurer shall submit a yearly financial statement at the State Conference, subject to the audit of the Auditing Committee. The treasurer shall provide a written financial statement to the board of directors at the August meeting and give a financial report at the annual conference meeting. The treasurer shall make all financial records available for the annual audit. The Treasurer will complete and file all required federal and state tax forms on an annual basis.

a. Compensation:

- i.* The OIAAA shall pay the Treasurer an annual stipend for duties performed in the role of Treasurer per the compensation schedule (Section II, A-10-f). The amount of the stipend shall be determined by the Executive Board of Directors and can be reviewed annually by the Board based upon the performance of the Treasurer.
- ii.* The Board of Directors will reimburse the Treasurer for duties performed in the role as Treasurer, including, but not restricted to:
 1. OIAAA State conference
 2. NIAAA National Conference
 3. NIAAA Section 2 Summer Meeting
- iii.* If the Treasurer is not a current athletic administrator or their school district does not cover expenses for the above meetings the OIAAA will reimburse for these expenses.

8. **District Representatives:** Attend all meetings of the board of directors called by the president. Assist in recruiting all possible athletic administrators in the district to become members of the association. Conduct or assist with district meetings and annually coordinate the selection of the respective district nominations for all other awards. Secure a district door prize to be presented at the annual State Conference and assist in getting other prizes for the regular door prize drawing. Provide district news items to the OIAAA Newsletter Chair by deadline dates. Coordinate the District Caucus at the Annual State Athletic Directors Conference. District representatives should be an active, regular member of the OIAAA and NIAAA and shall have primary responsibility in athletic administration.

9. **Indemnification of Officers, Directors:** The Association shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Association) by reason of the fact that he or she is or was a Director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a Director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including

attorneys' fees), judgments, fine and amounts to be paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct

was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction or upon a plea of *nolo contendere* or its equivalent, shall not, or itself, create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in or not opposed to the best interests of the Association, and with respect to any criminal action or proceeding, had reasonable cause to believe his/her conduct was unlawful.

10. **Committee/Committee Chairs:** Appointments to Committees shall be made by the Board of Directors at the recommendation of the Secretary. The Board of Directors shall also designate the chairperson and vice-chairperson of each committee as needed. Qualifications for committee members include:

- Must be an OIAAA/NIAAA member
- Must be active within their respective District association
- Must be able to attend called Committee meetings
- Terms of Committee Service:
 - Shall be determined by the Board of Directors
 - An individual term may be extended beyond the designated length if the individual plays a vital role in the successful completion of a project at the time his/her term would be concluding.
 - Terms of service may be terminated at any time if responsibilities are not fulfilled.

a. Standing Committees/Chair:

- i. **Leadership Training/Professional Development:** The Professional Development Coordinator shall be responsible for the coordination of all NIAAA leadership training classes/workshops provided through any OIAAA or OIAAA District function. This individual shall be responsible for the coordination of all OIAAA Educational opportunities that would avail the membership to CEU or similar credit. This individual shall work closely with the NIAAA liaison and the OIAAA Treasurer to assist in the coordination of the leadership training programs. Develop a list of LTI instructors. Work with the Executive Director and the Treasurer to develop a LTI Budget. The Leadership Training/Professional Development Chair must be certified to teach LTI courses.
- ii. **Website:** The website coordinator shall oversee all aspects of the OIAAA website. The website chair will be responsible to maintain

the accuracy of the records on the OIAAA site. The website coordinator should work with the membership chairperson, District liaisons, district representatives, leadership training chairperson, NIAAA representative and retired athletic director liaison to provide membership information. The website chair shall work closely with the conference chair(s) and committee members with conference registration and related conference activities. The website chair

- iii. shall assist all members with website needs and concerns. The website chair will be responsible for all communication with the webmaster. The website chair will post OIAAA Journals and Board minutes.
- iv. **Certification:** The certification training chair shall oversee all aspects of the certification process for the members of the OIAAA. Will be the Chief Administrator of the CAA Exam.
- v. **Awards:** Awards Chairperson is responsible for the collection of each District's:
 - 1. State Athletic Director of the Year.
 - 2. OIAAA Hall of Fame nominees.
 - 3. District scholarship recipients.
 - 4. Years of ServiceThe Awards Chair will chair the awards committee consisting of the president, president-elect, membership chair and an appointed Board of Directors member. Write personal resumes for all athletic directors who qualify for the OIAAA Awards and create the same in the Annual Awards Banquet PowerPoint and Awards program. Write articles for the OIAAA e-zine, notifying membership of the awards, screening and selection procedures, including nomination forms. Assist with the presentation of Service Awards at the annual State Conference.
- vi. **Newsletter:** Work with the President and Executive Director to publish the three e-zine publications and one OIAAA State Conference edition. Serve as chief editor and proofreader for all e-zine publications. Solicit from District reps timely and seasonal information. Will develop direct communication with e-zine provider and review, advise and develop enhancements and appropriate improvements for the delivery of electronic newsletters to membership and allied administrative audiences.
- vii. **Vendors:** The vendor chair is responsible for the solicitation of and contracting of all business vendors at the Annual State Conference. All operations related directly to the securement of prospective vendors and the trade show are under the administration of the vendor chair. Such duties may include, but not limited to:

1. Development of an annual Vendor Show prospectus and registration packet.
2. Communications with vendors and related businesses.
3. Accounting for all payments related to vendor registrations.
4. Collaboration with the OIAAA Executive Director and State Conference Chair in conference organization and administration
5. Securing of Trade Show auxiliary support logistics
6. Assist with host hotel communications (as related to Trade Show)
7. Serve as direct onsite point-person with Vendors during conference and post-conference
8. Capture of vendor surveys post-conference

viii. **Membership:** The OIAAA Past-President will serve as the Membership Chairperson in coordination with the Assistant Executive Director. The marketing, promotion and communication of Membership initiatives will be conducted throughout the school year. The Membership Chairperson and the Membership Committee shall be responsible for solicitation of membership renewals as well as new members. The Membership Chairperson/Assistant Executive Director shall serve as the delegate to the Representative Assembly of the NIAAA.

ix. **Retired A.D.:** Collect, organize, and maintain a file of all retired athletic directors. Promote the OIAAA and its activities to retired members by including them in the Annual State Conference. Provide opportunities for retired members to meet – such as receptions and golf Outings and related activities at the annual State Conference. Attend Executive Board meetings during the year. Send sympathy card to the family of deceased A.D. 's when notified of their death. Submit articles for the OIAAA e-zine.

x. **Endowment:** The Endowment Committee is charged with the oversight and management of funds designated for the promotion and professional development of members of the education-based athletic community in Ohio. Funds from the Endowment may be utilized for (but not limited to):

- Student scholarships
- Assistance for state and national conference registrations
- Outreach and professional development delivery to members
- Mentorship programs
- Leadership Training instructor training

Recommendations for utilization of funds toward such objectives will be forwarded to the OIAAA Executive Board for approval. A

semi-annual update of Endowment Funds will be made at the August and January Board of Directors' meeting.

Mentor Chair: Appointed by the President with the approval of the Board of Directors. Will work with the 6 districts to establish a Mentor person from each district and organize a statewide program.

Conference Chair: Appointed by the President with the approval of the Board of Directors. Will work with the host District Committee to insure the continuity of each conference. Duties include helping in securing speakers, keynotes, and door prizes. Will also assist with awards and program.

- xi. **Ad hoc Committees:** The OIAAA Board of Directors may approve temporary or short-term committees for the purpose of study, development, advisement or selection processes on an as-needed basis.

11. **Compensation of Directors and Officers:** The OIAAA will compensate individuals for their efforts on behalf of the OIAAA as listed below:

- a. **Mileage:** Mileage associated with business conducted on behalf of the OIAAA and OIAAA Board of Directors: per current IRS rate.
- b. **National Athletic Directors' Conference (NADC):**
 - i. Executive Director and sitting President: Full travel, registration and lodging. (Assistant Executive Director to be approved by the Board of Directors)
 - ii. Approved Ohio Delegates: Travel, registration and lodging (maximum of \$1,000 pp for NADC held east of the Mississippi; maximum of \$1,200 pp for NADC held west of the Mississippi). Order of selection of Ohio Delegates: Executive Director, President, Treasurer, Secretary, President-Elect, Past-President; if additional delegate needed, sitting President selects per OIAAA by-law
 - iii. NIAAA Board Position: Should an Ohio athletic administrator represent Ohio/Section 2 as an active member of the NIAAA Board, the OIAAA will pay for travel, registration and lodging expenses to the National Conference NOT covered by the representative's home school.
- c. **Section 2 Meeting representative:**
 - i. Executive Director and sitting President: Full travel, registration and lodging.
 - ii. Approved Ohio Delegates: Full travel, registration and lodging (maximum of \$500 pp). Order of selection of Ohio Section 2 Delegates: Executive Director, President, Treasurer, Secretary,

President-Elect, Past-President; if additional delegates needed, sitting President selects per OIAAA by-law; maximum of five (5) delegates can be approved by OIAAA.

d. Assistant Executive Director: Registration and lodging for the State Conference. Stiped to be determined by the Board of Directors

e. Chairs: Approved standing Chairs will be paid a maximum stipend of \$500 annually per the payment schedule approved by the OIAAA Board of Directors.

f. Conference Chair: Registration and lodging for the State Conference

g. Website Chair: The OIAAA Website Chair will be paid an annual stipend of \$3,000 for continual maintenance and updating of the OIAAA website.

h. Treasurer: The OIAAA Treasurer will be paid an annual stipend of \$6,000 to be paid quarterly.

i. Executive Director: The OIAAA Executive Director will be paid an annual stipend of \$20,000 to be paid quarterly. Additionally, the OIAAA will pay the Executive Director 20% of all corporate partnerships currently in-contract for any OIAAA fiscal year.

B. Meetings:

- a. **Parliamentary Procedures:** Robert’s Rules of Order shall prevail in the parliamentary procedures of meetings of the Board of Directors. The Secretary shall serve as parliamentarian for all such meetings.
- b. **Agendas:** The meeting agenda shall be developed by the OIAAA President and the OIAAA Executive Director. Agendas and support material are to be posted on the Board member portal (via the NIAAA member pages) no less than one week prior to each Board meeting when possible.
- c. **Audiences and Delegations:** Outside individuals or groups desiring to speak directly to the Board of Directors must receive approval in advance from the President and/or Executive Director.
- d. **Travel Expense:** Members of the Board of Directors and Chairs responsible to report at Board meetings will be paid reasonable and customary costs for travel at the current IRS rate. The Board may authorize travel expenses for individuals invited to participate in meetings of the Board of Directors. The Board may authorize travel expenses for individuals to fulfill special assignments or to represent the association in special matters/meetings.

C. Succession Plans (for Board-approved positions)

Succession planning is a proactive, intentional design to assess the future needs of the organization and identify potential candidate(s) who best match the direction of the organization. This method of leadership succession is a broad-based and organized approach for the organization rather than simply being reactive or “managing” the change of leadership.

The objectives of succession planning for the OIAAA will be to:

- Ensure leadership continuity in key positions

- Retain and develop future intellectual and knowledge capital
- Encourage individual advancement
- Plan and manage the succession to ensure success of the candidate and the OIAAA

Proposed steps of the OIAAA Succession Plan:

- Identify the date for transition of incumbent position
- Assess current status and direction of organization and review desired pathway
- Determine traits of ideal candidate for the position
- Establish a proposed timeline for succession, including:
 - Posting of the position and establish candidate submission deadline
 - Collection of qualified candidates' information
 - Review of candidates' pool including reference/background checks
 - Identify acceptable number of candidates for interviews
 - Proposed date(s) for candidate interviews by Selection Committee
 - Recommendation by Selection Committee to OIAAA Board for approval
- If appropriate, establish a 3-6 month "shadow" opportunity with the incumbent member and the selected candidate

Recommendation for candidates' review process:

- Board of Directors (officers and chairs that are non-candidates) review all submissions
- Narrow initial list to eight (8) candidates; Selection Committee do background review for eight candidates
- Upon review of background data, Selection Committee suggests maximum of three (3) candidates to be interviewed
- Final candidates interviewed with candidate recommendation to follow with the Board of Directors.

Suggestions for membership of Selection Committee (positions that are non-candidates):

- Immediate Past-President
- Current President
- Current President-Elect
- Treasurer
- Past-President (2+ years removed from BOD) selected by current Board of Directors
- One current OIAAA Chairperson

D. Organizational Timelines and Annual Calendar:

a. July

- i. The Executive Director attends the NEDC national conference.
- ii. Hold Officers Summer Organizational Retreat session.
- iii. By July 22, submit to the Executive Director August Board meeting agenda items.
- iv. Establish quarterly dates for collection of articles and publication for quarterly electronic newsletter.

- v. Send Membership updates and reminders to ADs and school administrators
- vi. Fiscal Audit Committee to share initial review (formal presentation at August Board meeting)

b. August

- i. Communicate “back-to-school” updates to membership (statewide):
 - 1. OHSAA “New Administrators Workshop”
 - 2. Current school year membership information
 - 3. Listing of important meetings and workshops hosted/affiliated with OIAAA.
- ii. Conduct August Board meeting; ALL officers, directors, chairs and additional membership (that may serve on associated committee or initiative work) to attend and report from their respective areas.
- iii. The Fiscal Audit Committee reports to the Board meeting.
- iv. Board adopts official OIAAA Membership referendum/voting agenda for November State Conference.
- v. Communicate with all District officers to update fiscal year meetings/conferences of respective Districts
- vi. Place all OIAAA and OIAAA District functions on the master (website) calendar.
- vii. Begin promotion of Fall State Conference
- viii. Website:
 - 1. Prep all state conference registration data
 - 2. Post August Board meeting meetings
- ix. Collect final documents for initial (Fall) newsletter

c. September

- i. By September 1, publish initial (Fall) OIAAA newsletter
- ii. Begin registration for the Fall State Conference.
- iii. Review conference duties, responsibilities and meeting dates and times.
- iv. By September 25, submit to Executive Director agenda items for the October Board of Directors meeting.
- v. Certification and Leadership Training Chairs attend the annual NIAAA update meeting in Indianapolis.
- vi. Website:
 - 1. Work with FinalForms to provide accurate posting of membership lists on the website.
- vii. Finalize all State Conference duties and responsibilities (Host District)

d. October

- i. Finalize all State Conference duties and responsibilities (Host District)
- ii. Conduct October Board meeting; only directors and officers along with the State Conference Planning Committee are required to attend and report from their respective areas.
- iii. Identify and finalize OIAAA delegates and additional duties for the NADC.
- iv. Consider approval for NADC hospitality and associated sponsorships.
- v. The State Conference planning committee provides a final report in preparation of the State Conference.
- vi. Website:

1. Post October Board minutes on the website.
- vii. By October 1, submission of final documents for the Pre-Conference OIAAA newsletter.

e. November

- i. Conduct November Board meeting on Saturday night prior to the opening session of Fall State Conference.
- ii. Review and confirm OIAAA delegates and responsibilities for NADC.
- iii. Conduct OIAAA primary partners "Social Hour" following November Board meeting.
- iv. Provide semi-annual CAA exam at state Conference

f. December

- i. OIAAA Officers attend NADC conference functions (committee meetings, Section meetings, delegate assembly and annual meeting).
- ii. Collect all November conference surveys (vendors and attendees).

g. January:

- i. By January 5, submit to the Executive Director January Board meeting agenda items.
- ii. Prepare State and National Conference summaries for January Board meeting.
- iii. Treasurer prepares the State Conference summary and January fiscal report for the January Board meeting.
- iv.
- v.
- vi. Conduct January Board meeting:
 1. ALL officers, directors and chairs to attend and report from their respective areas.
 2. Conduct semi-annual review of current Strategic Plan
 3. Provide initial State Conference information for next (Fall) conference
- vii. Website:
 1. Post January Board minutes on the website.
 - 2.
- viii. Initial session of State Conference Planning Committee convenes (Host District to provide Planning Committee members)
- ix. Develop first draft of the Summer Institute course schedule.
- x. Finalize Winter newsletter

h. February

- i. Finalize Summer Summit course schedule and presenters.
- ii. Communicate with District leadership (President, President-elect, Secretary, Treasurer) a review of the January board meeting. Include date, location and time of spring District meetings.
- iii. Confirm tentative November conference speakers/keynotes.
- iv. Identify and coordinate delegates to June Section 2 meeting in host state.

i. March

- i. By March 1, submit to the Executive Director March Board meeting agenda items.
- ii. Treasurer prepares the March fiscal report for the March Board meeting.

- iii. Finalize appropriate District award and scholarship submissions per Award Schedule (see Appendix)
- iv. Conduct March Board meeting; only directors and voting members required to attend and report from their respective areas.
- v. Website:
 - 1. Post March Board minutes on the website.
- vi. Develop the first draft of the Summer Institute course schedule.
- vii. Review Membership Management system with FinalForms.
- viii. Approve following fiscal year's event/meeting schedule (dates/times)

j. April/May

- i. By April 5, submit to the Executive Director April/May Board meeting agenda items.
- ii. Prepare Awards and Scholarship recognitions for Board approval at the April/May Board meeting.
- iii. Board identifies potential OIAAA membership referendum/voting items for August approval.
- iv. Treasurer prepares the fiscal summary report for the April/May Board meeting.
- v. Fiscal Audit Committee is identified and determines summer audit sessions.
- vi. Conduct April/May Board meeting; ALL officers, directors and chairs to attend and report from their respective areas.
- vii. Communicate with the assigned committee chairperson. Review committee checklist and projects identified.
- viii. Board members in the final year of their term should communicate with their replacement the expectations related to board functions and actions. Provide appropriate timelines and schedules for the next OIAAA fiscal year.
- ix. Promote OIAAA Summer Institute
- x. Provide secretary input on potential candidates for committee appointments upon request.
- xi. Assist NIAAA office in securing board nominating form and/or support material as requested.
- xii. Website:
 - 1. Update Membership forms in prep for Membership Drive in May.
 - 2. Post April/May Board minutes on the website.
 - 3.
- xiii. Launch Membership Drive for the following year (May 1).
- xiv. Prepare State Conference Vendor brochure
- xv. Launch Vendor registration for State Conference.
- xvi. Rank NFHS Citation nominees and return ranking form to NIAAA.
- xvii. Prepare materials on state scholarship winners for OHSAA District Athletic Board presentations.
- xviii. Present first draft of November state conference agenda for approval.
- xix. Review Section 2 attendees and approval tentative travel expenses
- xx. Finalize Spring (final fiscal year edition) newsletter
- xxi. Collect registrations for Summer Institute

k. June

- i. Prepare spring section meeting report
- ii. Review agenda for Section 2 meetings
- iii. Conduct OIAAA Summer Leadership Institute
- iv. Provide semi-annual CAA exam at Summer Institute
- v. Website:
 1. Update all RAA, CAA and CMAA listings
 2. Update "A.D. Toolbox" as needed
 3. "Clean-up" webpages (pull down out-of-date material, update membership postings, etc.)
- vi. Send Spring section minutes to section and NIAAA Leadership highlighting specific agenda items to be covered

E. **Voting:** All members of the Board of Directors with the exception of the Executive Director, the Treasurer and Chairs, are voting members, including the immediate past president.

F. **Orientation of new Board Members:** Prior to the August Board of Directors meeting, those Board members coming onto the Board will engage in a meeting conducted by the sitting President, the Executive Director and the Treasurer. The agenda of this meeting will include:

- a. Brief history of the OIAAA, Mission Statement, Brand
- b. OIAAA correspondence and NIAAA portal
- c. Philosophy of the association as a guide for decision-making

- d. POP Manual, By-laws and Constitution of the OIAAA
- e. Board responsibilities
- f. Meeting information (reimbursements, calendar attire, etc.)
- g. Board and Association committee structure
- h. Recent Board/Association activity and projects

G. Endorsements and Intellectual Properties

The materials comprising the OIAAA (Ohio Interscholastic Athletic Administrators Association) website, printed materials, social media and all communications and resources shared by the OIAAA to association members and interested parties, are provided by OIAAA as a service to its customers on an "as-is, as-available" basis for informational purposes only. OIAAA assumes no responsibility for any errors or omissions in these materials. OIAAA makes no commitment to update the information contained herein.

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any other items accessed from or via this Website or the Internet, or that the services will be uninterrupted, error-free or free of viruses or other harmful components. Under no circumstances shall OIAAA, their affiliates, or any of their respective partners, officers, directors, employees, agents or representatives be liable for any damages, whether direct, indirect, special or consequential damages for lost revenues, lost profits, or otherwise, arising from or in connection with this Website, the materials contained herein, or the Internet generally.

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OIAAA'S names and logos and all related trademarks, trade names, and other intellectual property are the property of OIAAA and cannot be used without its express prior written permission.

H. Partnerships and Sponsorships

- a. The expansion of our Corporate Sponsorship program is a direct outgrowth of our OIAAA Strategic Plan. To deliver high quality programming and professional development opportunities to our members, we will need the fiscal capacity to deploy our plans.
- b. In developing our partnerships, we want to view the company's product or service in light of what it (the product/service) will do for our member schools' students and stakeholders. *"What value does this product have for our members?"*
- c. In developing partnerships, the OIAAA will not influence or require others to purchase the product or service. Partnerships and promotion of such collaborations are a member service that we (OIAAA) believe is of high quality and we support through the partnerships.
- d. The OIAAA will actively seek collaborations with companies which are Ohio-based whenever possible.
- e. To create solid, long-term relationships, we must understand the product and the service the product provides. The depth of the commitment from each company to the OIAAA will be in direct proportion to what our organization believes is of most value from the particular product or service. The OIAAA has a responsibility to do "due diligence" in studying the potential partner. *"Ultimately, we must be sold on our partners!"*

- f. For corporate level sponsorships, we will intentionally prospect for partners. As such, the OIAAA will need to initiate many of these contacts after identifying potential businesses with whom we may want to collaborate.
- g. One of the critical skills we need to have is the ability to determine the true “decision-maker” within the prospective business. This person may range from the business owner to the Director of Sales, to the Vice-President of Marketing.
- h. Critical questions we will want our business partner(s) to address:
 - i. *“Why do you want to sponsor/collaborate with us?”*
 - ii. *“What is your ROI (return on investment)?”*
 - iii. *“What is your target market?”*
 - iv. *“How much market penetration is desired?”*
 - v. *“How can we help each other?”*
- i. For every entitlement the OIAAA provides within a Corporate Sponsorship, we need to understand the dollar-value (or proximate value) of such options. Every booth has a dollar value; each website logo position has a dollar value; each sponsor listing in our OIAAA newsletter has a dollar value; every face-to-face presence at our conference has a dollar value. We do not want to undervalue what the OIAAA has to offer a company which is wanting to build relationships with our member athletic administrators.
- j. We can provide flexibility in how businesses may choose to make their payments or create their level of involvement:
- k. The adage “all things are negotiable” certainly can apply. When we may need to consider such adjustments, however, we must maintain the integrity of the Corporate Sponsorship program as it affects all such partners.
- l. Bear in mind that “gift-in-kind” sponsorships can often be as good as cash donations to the organization.

- m. We must be very clear in determining what the company wants from this relationship.
- n. Most Corporate Partnership/Sponsorship contracts tend to run similar to the school year: July 1 to June 30. This rationale has typically been that most school personnel think and act within that framework. However, we will be flexible pending what a prospective business’ fiscal calendar may be and the relational contract year will be reflected in the specific partnership contract.

I. Appendices:

- a. NIAAA Code of Ethics
- b. OIAAA Awards Brochure
- c. OIAAA District Membership (by school)
- d. OIAAA “Award of Excellence”

APPENDIX A

NIAAA Code of Ethics



Prologue: Why a Code of Ethics for Athletic Administrators?

The athletic administrator is an educational leader who oversees one of the most visible and scrutinized aspects of the school community. Athletic administrators understand that athletics as an extension of a dynamic educational program. As a result, this serves as a guide to support the day-to-day decision making of an athletic administrator. It clarifies the mission, values and principles of educational-athletics and how they translate into everyday decisions and actions.

The Interscholastic Athletic Administrator is committed to the student-athlete:

- Develops and maintains a comprehensive education-based athletic program which seeks the highest development of all participants, and which respects the individual dignity, self-worth, and safety of every student-athlete.
- Considers the health and well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process, protects the civil and human rights of all individuals, and endeavors to understand and respect the values and traditions of the diverse cultures represented in the respective school community.
- Strives to provide inclusive education-based athletic programs which provide participation opportunities for student-athletes of all abilities and backgrounds.

The Interscholastic Athletic Administrator is committed to education-based athletics:

- Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program and enhances the learning process.
- Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
- Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.
- Acts impartially in the execution of basic policies and in the enforcement of the local, district, state and national governing body's rules and regulations.

The Interscholastic Athletic Administrator is committed to the profession:

- Fulfills professional responsibilities with honesty, integrity and a commitment to equity and fairness.
- Upholds the honor of the profession in all relations (both personal and digital) with students, colleagues, coaches, contest officials, members of the media, administrators, and the public.
- Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national professional development programs including, but not limited to, the NIAAA Leadership Training Institute and Certification Program.

Avoids using their position for personal promotion. Leads by helping others achieve their goals.

