

**DELAWARE ASSOCIATION OF ATHLETIC DIRECTORS**  
**CONSTITUTION AND BYLAWS**

**Article I – Name**

The name of this organization shall be the Delaware Association of Athletic Directors, hereafter referred to as DAAD.

**Article II - Purpose**

1. To develop a professional image for Directors of Athletics throughout our state.
2. To coordinate and constantly upgrade a widespread competitive interscholastic program for both boys and girls.
3. To improve athletic understanding and relationships throughout Delaware.
4. To advance close, professional working relationships with the Delaware Interscholastic Athletic Association (DIAA) and the National Interscholastic Association of Athletic Administrators (NIAAA).
5. To improve the educational aspects of interscholastic athletics in the total educational process.
6. To create better unity and communication among all members.
7. To cooperate with the administrative heads of schools as it pertains to the supervision and administration of the interscholastic programs.
8. To recognize that the administrative heads of schools are ultimately responsible for all matters pertaining to interscholastic athletic activities involving their school.
9. To impose high standards of professional proficiency and ethics.
10. To promote continual professional development through NIAAA Leadership Training Courses (LTC's) and other resources.
11. To be a resource for all athletic administrators and to help mentor those that request help.

**Article III - Officers and Board of Directors**

**Section 1 – Officers**

The officers shall be: President, Vice-President, a Recording Secretary, and Treasurer. They will be known as the Executive Committee. The Executive Director shall serve as an Ex-Officio non-voting member.

**Section 2 – Duties of the President**

The President shall preside at all meetings of the Association as the Chief Executive Officer. He/she shall have the power to appoint special committees for the purpose of improving the objectives of the Association. The President shall perform the duties of the Executive Director in his/her absence.



### **Section 3 – Duties of the Vice President**

The Vice-President shall perform the duties of the President in his/her absence. The Vice-President shall assist the President in any matters necessary. He/she shall serve as the Parliamentarian at all meetings. He/she shall also be in charge of Treasury oversight.

### **Section 4 – Duties of the Secretary**

The Secretary shall be the chief correspondence officer for all records and proceedings of the Association. He/she shall be responsible for notices, publications, reports, and other necessary items for proper operation of the Association.

### **Section 5 – Duties of the Treasurer**

The Treasurer shall assist the Executive Director and President to administer all financial affairs of the Association under the direction of both the Executive Director and the Association, and shall render a financial statement at each of the four business meetings of the year. He/she shall also assist the Executive Director and President in preparation of the annual budget.

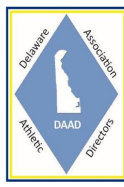
### **Section 6 – Duties of the Executive Director**

The Executive Director shall run the day-to-day operations of the DAAD. He/she shall be responsible for fund-raising to generate financial resources for the Association. He/she shall serve as Chief Financial Officer for receipt and disbursement of funds as authorized by the Executive Committee. He/she shall serve as a non-voting member of the DAAD Board of Directors, except in the case of a tie. The Executive Director shall represent the DAAD in matters concerning the NIAAA and the National Executive Director's Council (NEDC). The Executive Director shall be paid a stipend of at least \$8,000.00; paid quarterly, plus an expense account of at least \$2,000.00. These amounts are dependent upon his/her ability to raise adequate funds to finance both his/her position and the needs of the Association. If the Executive Director raises inadequate funds to finance his/her position and the needs of the Association, he/she shall forfeit his/her stipend for the good of the Association. The Executive Director shall perform other duties as assigned by the DAAD Board of Directors.

### **Section 7 – DAAD Board of Directors**

The Board of Directors shall consist of (up to 17) members of which there will be three groups:

GROUP ONE: Five Executive Committee members (Executive Director, President, Vice President, Treasurer, Secretary). The Executive Director shall serve a three year term. The President, Vice President, Treasurer, and Secretary shall serve a two year term.



GROUP TWO: Five Chairs, assigned jointly by the Executive Director and President who serve two year terms, which can be renewed.

- Membership Chair
- LTI Coordinator
- NIAAA Liaison Chair
- Website Chair
- Awards Chair

GROUP THREE: Conference Representatives, one each, appointed by the Conferences and who serve a two year term, which can be renewed.

(8) – Representatives (can be members of the Executive Board or Chairs)

- Blue Hen Conference Representative
- Henlopen Athletic Conference Representative
- Diamond State Athletic Conference Representative
- Delaware Independent Schools Conference Schools
- NonConference Representative
- Three Middle School Representatives (One per county - one representative from Henlopen in Kent, one representative from Henlopen in Sussex, and one representative in New Castle County from Blue Hen Conference.)

All members of the Board of Directors Executive Committee shall be duly elected every two years, each having one vote on all legislative matters, with the exception of the Executive Director, who is selected for a three (3) year term by the voting members of the Board of Directors.

The President shall Chair the Board of Directors and preside at all meetings.

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

The DAAD Executive Director, shall be the only Ex-Officio member, will only vote in case of a tie.

A quorum shall consist of more than half the members of the Board of Directors one of which shall be either the President or Vice-President and any action taken shall be based on a simple majority vote.

### **Section 8 – Election of Officers**

All elected positions shall be for two (2) years, except for the Executive Director, which is for three (3) years.



## **Article IV - Membership**

### **Section 1 – Eligibility**

The Association shall consist of all Middle and High School Athletic Directors and all Middle and High School Assistant Athletic Directors.

### **Section 2 – Dues**

Annual DAAD for high school administrators dues shall be \$280.00 payable at the fall meeting, which includes a dual membership for DAAD and NIAAA. Annual DAAD for middle school administrators dues shall be \$130.00 payable at the fall meeting, which includes a dual membership for DAAD and NIAAA.

### **Section 3 – Application for Membership**

Membership shall be by application to the Secretary, petition of the Executive Director, or through the DAAD website accompanied by the \$280.00 dues fee and shall be considered active immediately upon receipt of the fee.

### **Section 4 – Active Members**

Active members, whose dues are paid and who are in good standing, shall have full privileges of membership, including access to funds from the DIAA for Leadership Training.

### **Section 5 – Associate Members**

Any person interested in Interscholastic Athletics in the State of Delaware may become an Associate Member of the Association by the payment of \$20.00 dues. There will be no voting privileges assigned with this membership.

### **Section 6 – Honorary Members**

Honorary memberships may be voted by the Board of Directors as they see fit. There will be no fee, nor will there be voting privileges assigned with this membership.

### **Section 7 – Voting Privileges**

Only those active members present at the meeting of the Association are eligible to cast a vote.



## **Section 8 – Association Year**

The Association Year shall begin on July 1 and end on June 30.

## **Article V – Meetings**

### **Section 1 – Regular Meetings**

There shall be four (4) regular meetings of the full Association membership each year; these meetings will be held in August, October (DAAD Day), January (Annual with DIAA present election slate) , and April (voting every odd year).

### **Section 2 – Election Meeting**

Nominations would be presented at the January meeting. Elections shall be part of the April Meeting.

### **Section 3 – Fall Meeting**

Plans for the fall meeting (October), shall be determined by the DAAD Board of Directors at the Fall August meeting. This meeting will be considered the Annual DAAD Convention.

### **Section 4 – DAAD Board of Directors Meeting**

The DAAD Board of Directors shall meet four (4) times during an Association year. Meetings will take place at the July, September, December, and March Meetings. Emergency meetings of the Board may be called by both the Executive Director and the President. Attendance at Board meetings is expected.

## **Article VI – Committees**

### **Section 1 – Nominating Committee**

The Nominating Committee shall consist of no less than three (3), nor more than five (5) members of the Association as appointed by the President. The President of the Board of Directors shall Chair the Nomination Committee. They shall recommend at least two (2) competent candidates for each office by the January Meeting. Voting will take place at the Spring Meeting.



## **Section 2 - Committees**

The following committees shall meet as needed. Chairs will be assigned jointly by the Executive Director and President who serve two year terms, which can be renewed.

- Middle School Committee
- Scholarship Committee
- Website Committee
- Hall of Fame Committee
- Constitution & ByLaws Committee
- Strategic Plan Committee

## **Article VII – Elections and Appointments**

### **Section 1 – Spring Elections**

All regular elections shall be held at the **Spring** meeting as part of the regular business.

### **Section 2 – Preparation of the Ballot**

The Executive Director shall prepare the ballot with names submitted by the Nominating Committee, who will tabulate and submit the elected officers to the DAAD Board of Directors.

### **Section 3 – Nominations from the Floor**

Nominations to the proposed ballot may also be made from the floor by any eligible voting member.

### **Section 4 – Issuing of the Ballot**

Ballots are to be issued only to voting members in good standing.

### **Section 5 – New Officers**

All newly elected officers are to take office as of July 1 in odd years.

### **Section 6 – Presidential Appointments**

The President or Executive Director shall appoint such committee chairpersons as essential for sound functioning of the Association. He or she may also appoint such Board of Directors vacancies, as they occur, with the approval of the Board of Directors.



## **Section 7 – Transfer of Offices**

Transfer of Officers should be made as orderly as possible. Incoming officers should be advised of the current business of the office in writing, submitted with all records as of July 1 in odd years.

## **Article VIII – Constitutional Revision**

### **Section 1 – Constitutional Purpose**

The Constitution of the DAAD has been developed to best serve the purpose of this Association as outlined in Article II.

### **Section 2 – Amendments**

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

### **Section 3 – Adoption**

Adoption of amendments shall be by a simple majority of the voting members at any regular meeting.

### **Section 4 – Referendum**

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

### **Section 5 – Emergency**

In the event of an Association emergency, the President may call a special meeting or he may poll the membership by email.



### **Article IX – Dissolution**

If for any reason as decided by the majority vote of the membership to dissolve the Association, all monies and other tangible assets remaining after payment of incurred debts shall be returned equally to the member schools for use as they see fit.

last Revision – 4/29/24