

OREGON ATHLETIC DIRECTORS ASSOCIATION

CONSTITUTION & BYLAWS



and
As Amended through January 15, 2008
and
As amended through February 4, 2013
and
As amended through May 31st, 2014
and
As amended through May 31st, 2015
and
As amended through June 11, 2018
and
As amended through May 20, 2019
and
As amended through June 22, 2020
and
As amended through June 12, 2022
and
As proposed through June 12, 2023

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CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Oregon Athletic Directors Association Inc., hereafter referred to as the Association or as OADA.

ARTICLE II - PURPOSE

The purpose of the Association shall be:

- 1) To improve the educational aspects of athletics and their inclusion in the total educational program.
- 2) To foster a close working relationship with the Oregon School Activities Association (OSAA) and other related professional groups.
- 3) To improve understanding of athletics and establish close working relationships and uniformity among the schools of the State of Oregon through the efficient sharing of mutual problems and practices.
- 4) To promote high standards of achievement and ethics in athletics.
- 5) Promote the role of athletic administrators.
- 6) Provide ongoing mentoring support and opportunities for professional growth for OADA members.
- 7) Provide recognition, awards and honors.

ARTICLE III - MEMBERSHIP AND DUES

Section 1 - Eligibility

Regular Membership in the Association shall be open to all athletic directors and/or persons involved in directing interscholastic athletic programs in the State of Oregon.

Section 2 - Dues

Annual dues shall be assessed by each member. The amount of the dues shall be determined by the Executive Board.

Section 3 - Voting Privilege

All active members of the Association are eligible to vote.

Section 4 – Membership Classification.

- a) Active Members. Regular Members whose dues are paid have the full privileges of membership and shall be considered active members.
- b) Honorary Membership. Honorary membership may be awarded by a vote of the Executive Board. No dues shall be assessed nor voting privileges assigned to an honorary member.
- c) Retired Oregon Athletic Directors
- d) Lifetime Membership. Lifetime Regular Memberships shall be extended to all Past Presidents of the Association.

Section 5 - Removal of Members.

Members may be removed by a vote of two-thirds of the Executive Board

Section 6 - The Association year shall be August 1st to July 31st.

Section 7 - The Association Fiscal year shall be August 1st to July 31st.

ARTICLE IV - OFFICERS AND EXECUTIVE BOARD

Section 1 – Athletic Administrators who are active members of this Association and **hold a position as director of athletics**, shall be eligible to hold office. The exception to this shall be the positions of Executive Director and Retired Athletic Director.

Section 2 – Executive Board

The Executive Board shall consist of:

- a) President
- b) President Elect
- c) Vice President
- d) Secretary
- e) Past President
- f) At-Large Member from each of the 1A, 2A, 3A, 4A, 5A & 6A classifications
- g) OSAA Advisor (ex-officio)
- h) **DEI liaison to OADA Executive Board: FINALIZED BY DEI TASK FORCE 6/14/22**
- i) Retired Athletic Director (ex-officio)
- j) Executive Director (ex-officio)
- k) LTI Coordinator (ex-officio)
- l) Treasurer (ex-officio)
- m) **Mentor Coordinator (ex-officio)**

Section 3 – Officers

The officers of the Executive Board are the elected positions and voting members of Past President, President, President Elect, Vice President, Secretary, OSAA **Liaison**, **DEI Liaison**, and the Executive Director.

Section 4 – Legislative Action

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

Section 5 – Qualifications and Terms of Office

- a) Executive Officers shall serve a five-year term from election as Secretary, succeeding to Vice President, to President Elect, to President, to Past President.
- b) The OSAA **Liaison**, must have served as President of the Association, or served a term on the Executive Board of the Association. The position is elected to a 3-year term.
- c) Classification representatives shall serve 3-year terms.
- d) The LTI coordinator shall be appointed by the Executive Board as a non-voting member in an advisory role and serve a 3-year term.
- e) The Retired Athletic Director serves on the Executive Board as a non-voting member in an advisory role. The Retired AD shall serve a three-year term of office. Applicants for this position must have served a term on the Executive Board of the Association. The position is appointed by the Executive Board.
- f) The OADA Executive Director shall serve a 3-year term of office as a non-voting member in an advisory role. Candidates for the Executive Director position must have served as President of the Association or served a term on the Executive Board of the Association. The position is appointed by the Executive Board.

Section 6 – Removal

The Executive Board may remove any elected and/or appointed Officer, Board Member or Special Liaison and/or contracted position by a two-thirds vote whenever, in the Executive Board judgment, said removal is in the best interest of the Association.

Section 7 – Vacancies.

The Executive Board shall have the power to fill vacancies on the Executive Board or to take any necessary action in

the interest of the Association.

ARTICLE V - ELECTIONS AND NOMINATIONS

Section 1 – Elections

Election of the appropriate positions will be held at the annual OADA Conference by the general membership.

ARTICLE VI – MEETINGS

Section 1 – Regular Meetings

There shall be one general meeting each year. The President shall establish the OADA Conference meeting date each year after consultation with the Executive Board.

Section 2 – Quorum

A quorum shall consist of two-thirds of the Executive Board for any legislative action to be passed by simple majority of those present.

Section 3 – Robert’s Rules of Order shall be parliamentary authority of all meetings of the Association.

ARTICLE VII - COMMITTEES

Section 1 – Nominating Committee

The Nominating Committee shall consist of the Executive Board. The Secretary shall chair the Nominating Committee.

Section 2 – Auditing Committee (Budget Review)

The Auditing Committee shall consist of the Executive Board and it shall have the annual audit completed by July 31st.

Section 3 – Ad Hoc Committees

Ad Hoc Committees shall be appointed by the President as needed. These may include, but are not limited to: Scholarship Committee, Annual Awards Committee, Fundraising Committee, and Spirit of a Champion.

Section 4 – Hall of Fame Committee

The Hall of Fame Committee, chaired by the Retired AD, shall recommend to the Executive Board names for consideration for induction into the OADA Hall of Fame.

ARTICLE VIII - CONSTITUTIONAL REVISION

Section 1 – Purpose

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

Section 2 – Referendum

Amendments may be proposed by the Executive Board or by petition of three active members. Petitions must be received by the Executive Board at least thirty (30) days prior to the regular meeting. Amendments to the Constitution shall be by a referendum vote of the members conducted at the regular meeting.

Section 3 – Adoption

Adoption of amendments shall be by a simple majority vote of the active members. Voting shall be conducted at the regular meeting or by a designated mail vote. This mail vote may be conducted via electronic means.

ARTICLE IX – FINANCES AND OPERATIONS

Section 1 – The Executive Board shall be charged with accountability for all financial assets of the Association and is designated to expend funds under the following guidelines:

- a) General operating expense.
- b) Reimbursements for travel and meals of the officers or board members.
- c) Reimbursement for expenses of the President and designated representatives at an Athletic Directors Conference must be approved by the Executive Board.
- d) Reimbursement for attending additional conferences must have prior approval of the Executive Board.

Section 2 – Other expenses deemed appropriate by the Executive Board.

Section 3 – **Fundraising.** All fundraising activities must have the approval of the Executive Board prior to any activities taking place. Liability arising from unauthorized projects is not the responsibility of the corporation.

Section 4 – **Proceeds of Fundraising.** The proceeds from all fundraising and membership dues shall be expended only as authorized by the Executive Board.

Section 5 – **Earnings.** No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, Directors, Officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and reimburse individuals for legitimate Association expenses.

Section 6 – **Budgets.** Program budgets shall be proposed annually by the Executive Board for approval by the membership at the October League Rep meeting.

Section 7 – **Tax Exempt.** The OADA is operated as a non-stock and not for profit corporation and as an entity exempt from State and Federal income taxation under Internal Revenue Code Section 501(c)(3).

Section 8 – **Contracts.** All documents made, accepted- or executed by the corporation shall be signed by the President or Executive Director.

Section 9 – **Checks, Drafts, etc.** All checks drawn against funds of the corporation shall be authorized by the Executive Director/Treasurer.

Section 10 – **Deposits.** All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks or other depositories as the Executive Board may select.

Section 11 – **Gifts.** The Executive Board may accept on behalf of the corporation any contribution, gift, bequest or device for the general purpose or for any special purpose of the corporation.

Section 12 – **Political Campaign.** The corporation shall not participate or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE X – PUBLIC BENEFIT 501(c)(3) INFORMATION

The purpose or purposes for which the Oregon Athletic Directors Association is organized are as follows:

501(c)(3) tax-exemptions apply to entities that are organized and operated exclusively for religious, charitable, scientific, literary or educational purposes, for testing for public safety, to foster national or international amateur sports competition, or for the prevention of cruelty to children, women or animals. 501(c)(3) exemption applies also for any non-incorporated community chest, fund, cooperating association or foundation organized and operated exclusively for those purposes.^{[2][1]} There are also supporting organizations—often referred to in shorthand form as "Friends of" organizations.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XI – STATEMENT OF NON-DISCRIMINATION

The OADA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

BYLAWS

ARTICLE I – EXECUTIVE BOARD OFFICERS – Election and Duties

Section 1 – Officers

- a) Qualifications: All Executive Board Officers shall be a Regular Member with the exception of the Executive Director. The Executive Director may be a Regular Member or an Honorary Member.
- b) Executive Board Officers of the Association shall be: President, President Elect, Vice President, Secretary, Past President, OSAA Advisor, Executive Director.

Section 2 – Duties of the President

- a) The President shall preside at all meetings of the Association.
- b) The President shall prepare an agenda for all meetings of the Association.
- c) The President shall appoint members to special committees for the purpose of accomplishing the objectives of the Association.
- d) The President shall appoint the delegates to the annual National Interscholastic Athletic Administrators Association (NIAAA).
- e) The President shall appoint Executive Board members as a liaison to the OACA and OAOA.
- f) The President shall supervise the treasurer in preparing the budget and monitor association finances.

Section 3 – Duties of the President Elect

- a) The President Elect shall perform the duties of the President in their absence.
- b) The President Elect shall be in charge of the annual state Conference.

Section 4 - Duties of the Vice President

- a) The Vice President shall have prime responsibility for membership development. The Vice President shall be responsible for sending out membership notices to prospective Association members. They shall be responsible for sending OADA Conference registration materials to the membership.
- b) The Vice President shall assist the President Elect in planning and preparing for the annual OADA Conference.
- c) **Responsible for association communications, marketing (to include social media and association website) .**
- d) The Past President is responsible for the OADA Newsletter.

Section 5 – Duties of the Secretary

- a) The Secretary shall be the chief **records** officer of the Association, and shall be responsible for all records and proceedings of the Association.
- b) The Secretary shall be responsible for notices, conference programs, reports, and other items necessary for the proper operation of the Association.
- c) The Secretary shall keep minutes of all meetings. Copies shall be sent to all Executive Board members, Classification Representatives, and directors of OSAA, OACA, OAOA. Copies shall be kept for future reference, and posted to the Association web site.
- d) The Secretary shall serve as elections officer for the Association and shall prepare the ballot for annual elections.
- e) The Secretary shall update the roster of League Representatives.

Section 6 – Duties of the Past President

- a) The Past President shall be a member of the Executive Board for a period of one year following the presidential term.
- b) The Past President shall accept assignments as made by the President.
- c) **The Secretary shall be the Awards Chairperson for the Association and shall preside at the Awards Presentations at the OADA Conference.**
- d) **Spirit of the Champion program...**

ARTICLE II– EXECUTIVE BOARD – Election/Appointments and Duties

Section 1 – The OSAA **Liaison**, must have served as President of the Association, or served a term on the Executive Board of the Association. The position is elected to a 3-year term.

Section 2 – Duties of the OSAA **Liaison**

- a) The OSAA Advisor shall attend all meetings of the OSAA Executive Board and OSAA Delegate Assembly, representing the Association to those bodies.
- b) The OSAA **Liaison** shall report all OSAA Executive Board or Delegate Assembly concerns to the OADA Executive Board.

Section 3 – The OADA Executive Director shall serve a 3-year term of office. Candidates for the Executive Director position must have served as President of the Association or served a term on the Executive Board of the Association. The position is appointed by the Executive Board.

Section 4 – Duties of the Executive Director

- a) The Executive Director shall be responsible for sponsors, vendors and exhibitors at the annual Conference.
- b) The Executive Director shall serve as liaison to the NIAAA.
- c) The Executive Director shall represent the Association on the National Executive Directors Council (NEDC) and attend NEDC meetings.
- d) The Executive Director, or their designee, when authorized by the Executive Board, shall be responsible for signing contracts on behalf of the organization.
- e) The Executive Director, or their designee, shall be responsible for filing appropriate forms with the IRS, Oregon Department of State to maintain current status as a Not-for-Profit organization under the 501.c.3 regulations.
- f) The Executive Director shall be responsible for registration and packets at the annual OADA Conference.

Section 5 – The LTI Coordinator shall serve three-year terms of office. Applicants for this position must be an active member and hold a CAA or CMAA designation.

Section 6 – Duties of the LTI Coordinator

- a) Member of the State Conference Committee
- b) Organize and coordinate **diverse** LTC offerings
- c) Publications for September and January OADA Newsletter
- d) Represent the Association at the National LTP Conference in September
- e) Coordinate & teach classes throughout year
- f) Help recruit & train new **diverse** instructors for the State Faculty roster.

Section 7 – Duties of the Treasurer

- a) The Treasurer shall be appointed by the Executive Board
- b) The Treasurer shall be responsible for payment of bills, collection of dues, and shall serve as Financial Officer of the Association.

Section 8 – The Retired Athletic Director serves on the Executive Board as a non-voting member in an advisory role. The Retired AD shall serve a three-year term of office. The position is appointed by the Executive Board.

Section 9 – Retired AD Duties

- a) The Retired Athletic Director will be the liaison for the retired athletic directors.
- b) Be the Chair of the Hall of Fame Committee.
- c) Will be the **Chair of the Diplomat Committee** to the State Conference.
- d) Will fulfill any duties deemed necessary at the Annual State Conference.
- e) The Retired AD will be responsible for writing an article in the Newsletter.

Section 10 – Classification Representatives must be active members and hold a current position as a Director of Athletics in their respective classification.

Terms of Service

- a) One member shall be elected to the Executive Board from each of the following classifications: 1A, 2A, 3A, 4A, 5A and 6A.
- b) Each classification representative will serve a three-year term. Classification Representatives may serve up to two three-year consecutive terms by vote of the classification membership.
- c) There will be no more than two new classification representatives elected in any one year.
- d) The 1A member shall be elected to a 3-year term in 2025, and every third year thereafter. (2028, 2031, 2034). **1A classification will also work 50/50 or conference registration on the election year.**
- e) The 2A member shall be elected to a 3-year term in 2024 and every third year thereafter. (2027, 2030, 2033) **2A classification will also work 50/50 or conference registration on the election year.**
- f) The 3A member shall be elected to a 3-year term in 2023 and every third year thereafter. (2026, 2029, 2032) **3A classification will also work 50/50 or conference registration on the election year.**
- g) The 4A member shall be elected to a 3-year term in 2024, and every third year thereafter. (2027, 2030 2033) **4A classification will also work 50/50 or conference registration on the election year.**
- h) The 5A member will be elected to a 3-year term beginning in 2025, and every third year thereafter. (2028, 2031, 2034) **5A classification will also work 50/50 or conference registration on the election year.**
- i) The 6A member will be elected to a 3-year term beginning in 2023, and every third year thereafter. (2026, 2029, 2032) **6A classification will also work 50/50 or conference registration on the election year.**
- j) The Executive Board has the authority to appoint a Classification Representative to fill out a term due to unforeseen circumstances.

Section 10 – DEI Liaison -Duties

- a) **appointed by the OADA Executive Board from the DEI Task Force**
- b) **support alignment of OADA practices, procedures, by-laws and constitution to the statement of purpose of the DEI Task Force.**
- c) **member of the state conference committee**
- d) **contribute to OADA publications and Newsletter**
- e) **represent the OADA at other affiliated state level organizations as available/needed.**

Section 11- Classification Representatives- Duties

- a) Attend all Executive Board meetings
- b) State Conference Duties
 - *Helping to determine workshop/roundtable topics
 - *50/50 coordination when assigned for State Conference
 - *Registration Table help when assigned
- c) Will update League Rep list by Sept.15
- d) Author publications for OADA Newsletter when assigned
- e) Will facilitate League Rep meeting discussion for your Classification
- f) Other duties assigned for the State Conference by the President or President Elect
- g) Communicate monthly with their League Reps on topics/concerns/issues to be discussed at league meetings
- h) Ensure that each League has nominees for the awards within their Classification**
- i) Ensure all NEW ADs are assigned a mentor and report to the **state mentor coordinator.**

Section 12 - State Mentor Coordinator - Duties

- a) **Collect list of new athletic directors from OSAA.**
- b) **Work with classification and league representatives to create pairings of mentors and mentees.**
- c) **Schedule and run regular meetings with mentors and mentees.**
- d) **Work with OSAA on new AD workshops to take place in October and November.**
- e) **Work with OADA EB on mentor & mentee social at the state conference.**
- f) **Contribute to OADA Newsletter.**

ARTICLE III - LEAGUE REPRESENTATIVE COUNCIL

Section 1 – Membership

The League Representative Council shall consist of one Regular Member from each of the regular OSAA districts. The Executive Board shall have the power to appoint League Representatives. The President of the Association shall preside over the League Representative Council.

Section 2 – Purpose

The purpose of the League Representative Council shall be to serve as liaison between the Association and member schools. League Representative Council members shall perform duties as directed by the Executive Board.

Section 3 – Meetings

The League Representative Council shall meet in the Fall and Winter annually. The Executive Board shall be empowered to set other meetings of the League Representative Council.

Section 4 – Duties of the League Representative

- a) Attend all required League Rep Meetings and the State Conference.
- b) Act as Liaison from each league to the OADA Executive Board. Ensure OADA is on every League agenda meeting and gather information to report back to Classification Rep
- c) Actively seek topics/issues/concerns within their league and report back to their Classification Representative monthly.
- d) Collectively listing topics for workshops and roundtable discussions for the State Conference.
- e) Gather and report League Data as requested by the Executive Board.
- f) Work the State Conference Registration Table or 50/50 during the assigned year.
- g) Preside (introduction of presenter and time keeper) at the workshops at the State Conference.
- h) Ensure that their league has submitted their nominees for each award.**

ARTICLE IV - MEETINGS

Section 1 – The Executive Board shall meet on a regular basis, ~~preferably monthly~~, with the date, place, and time to be set by the President. Agendas for regular meetings shall be distributed by the President prior to each meeting.

Section 2 – Special Meetings. Special meetings of the Executive Board Officers may be called by the President or by a majority of the voting members of the Executive Board Officers.

Section 3 – The expectation of every Board member is to attend all OADA Board meetings and the OADA State Conference.

Section 4 – Quorum. The presence of a majority of the voting members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

Section 5 – Voting. The Executive Board, by a two-thirds vote, shall take action on any matter requiring a vote. Proxy voting shall not be permitted. Only voting members may present and second motions before the Executive Board. **Ex-Officio members shall not vote or make a motion.**

ARTICLE V - AWARDS

Section 1 – Awards and Recognition

- a) Four major awards **may** be presented; **AD of the Year** (including Small School Athletic Director of the Year, Large School Athletic Director of the Year), **Cindy Simmons Leadership Award**, OSAA Partnership Award, Jim Rotramel Lifetime Service Award. Additionally, the following **may** be selected: NIAAA State Award of Merit (Must be a NIAAA member), NFHS Citation, Bruce Whitehead Distinguished Service and possibly the Bill Bowers Award of Excellence.
- b) All nominees must be members of the Association.

- c) Names of nominees for awards shall be compiled by the **Past President** and proper forms shall be sent to nominees by the **Past President**.
- d) Selection of award winners will be handled by the **OADA Diplomat Committee** through the **Past President** and approved by the Executive Board.
- e) An "Athletic Director of the Year" (League Award of Merit) may be chosen in each of the six classifications, 6A, 5A, 4A, 3A, 2A, and 1A. One from each (1A-3A and 4A – 6A) "Athletic Directors of the Year" will be selected as "Oregon Athletic Director of the Year".
- f) One of the two Oregon Athletic Directors of the Year will be selected by the Executive Board and their name will be submitted to the NIAAA for recognition for the NIAAA State Award of Merit awarded by that organization (must be NIAAA member).
- g) Each nominee for "Athletic Director of the Year" honors shall receive a certificate recognizing them as a "Athletic Director of the Year" (Award of Merit) winner and nominee for this award.
- h) All awards to members of the Association shall be presented at the OADA Conference.

Section 2 – Special Awards

- a) The Executive Board shall be empowered to present special recognition and awards to members of the Association.
- b) The Executive Board shall submit nominees to the NIAAA/NFHS for recognition and awards presented by those associations.

Section 3 – Retired Athletic Directors

- a) Members of the League Representative Council shall submit to the Secretary the names of any athletic directors in their League/District who are retiring by the end of the school year. The Association will present retiring athletic directors with an appropriate plaque at the annual OADA Conference.
- b) To qualify for this award, the Individual nominated must be an active member for at least five years.

ARTICLE VI – SCHOLARSHIPS

Section 1 – OADA Scholarships

- a) Graduating **children** of Association members are eligible to apply. Deadline for application will be established by the Executive Board. Forms are available on the OADA website.
- b) Two **or more** scholarships, up to **\$1000** each, will be awarded to the selected **children** of an Association member.
- c) Scholarship nominees will be forwarded to **the OADA Diplomat Committee** established by the Executive Board **Past President**.
- d) The Scholarship Committee will select winner(s), and submit the results to the Executive Board, based on criteria established by the Executive Board.
- e) The scholarships will be announced at the annual OADA Conference.

Section 2 – NIAAA Scholarship

- a) The Executive Director shall nominate an Oregon high school senior (boy and girl) to Section 8 for advancement to the NIAAA scholarship.
- b) The recipient does not have to be a **child** of an Athletic Director, but the Athletic Director must be an NIAAA member.

ARTICLE VII – STATE CONFERENCE

Section 1 – Place of Meetings. The Annual Meeting will be held within the state of Oregon, at a site determined from year to year by the Executive Board.

Section 2 – Expenses

- a) The Executive Board may waive conference registration fees for Executive Board officers who accept responsibilities involving significant time commitment at the conference or in preparation for the conference. **A request from the Board Member must be made by the second league representative meeting of the year.**

- b) The number of complimentary rooms/upgrades available to Executive Board officers will be set by the Executive Board each year based on contractual agreements, fiscal constraints and involvement in conference duties.
- c) Complimentary rooms/upgrades will be offered on a first right of refusal basis in the following order: Executive Director; Conference Chairman; Remaining Executive Board members.

ARTICLE VIII -- NATIONAL CONFERENCE

Section 1 – Expenses for the National Athletic Director Conference include: registration, airfare, lodging, and a per diem for meals based at the GSA (General Services Administration) rate.

- a) The Association President's expenses will be paid for in full.
- b) The Association Executive Director expenses will be paid in full.
- c) The Association **President Elect** or Designee's expenses will be ½ paid.
- d) The Association LTI Coordinator expenses will be paid in full.
- e) The Association NIAAA Executive Board Member's expenses will be paid in full when applicable.

ARTICLE IX -- GENERAL OPERATIONS

Section 1 -- Apparel

- a) The Executive Board will receive a shirt and an additional piece of clothing.
- b) The League Representative Council will receive a shirt.

Section 2 -- Logo.

- a) The Executive Board shall have the authority to approve an official OADA logo and shall determine the uses and functions of such logo.