



# Constitution of the Massachusetts Vocational Athletic Director's Association

Adopted: \_\_\_\_\_

**Preamble:** *In May 1995, the Vocational Athletic Director's met with the MIAA to propose a tournament structure for the vocational high schools. The Massachusetts Vocational Athletic Director's first met formally on October 4, 1995. The organization first sponsored vocational tournaments in 1996-1997. The original MVADA Constitution was present in February 1997 and ratified on March 20, 1997. The authors of the original Constitution were John Lynch of North Shore Vocational, Dave Reid of Monty Tech, Brian McDonough of Tri-County and Jim Duggan of Assabet.*

## Article 1 – Organization

**Section 1.** This Organization shall be known as the Massachusetts Vocational Athletic Directors Association (MVADA).

**Section 2.** The purpose of this Organization is to promote the athletic programs of the State Vocational High Schools and develop good sportsmanship in all interscholastic events that may be deemed beneficial to the physical health and well being of all participants.

**Section 3.** The rules of eligibility of the Massachusetts Interscholastic Athletic Association, (M.I.A.A) shall be followed by this Association.

## Article 2 – Membership

**Section 1.** Membership is opened to all State Vocational High Schools that are in good standing with the MIAA and have met all membership requirements of the Organization.

**Section 2.** Annual dues will be determined by a vote of the membership at the annual meeting.

**Section 3.** The schools representative shall be the Athletic Director or his/her designee.

### **Article 3 – Administration/Powers and Duties**

**Section 1.** The President of the Organization shall be voted in by a majority of the membership present at the annual meeting when an election is held. The President shall call all regular and special meetings, appoint committees, conduct research, maintain liaisons with the State Association (MIAA), and present awards to various State Vocational Champions. The President shall be empowered to make decisions in areas not covered by the Organizations rules until such time the Organization can be called together.

**Section 2.** The Vice-President of the Organization shall be voted in by a majority of the membership present at the annual meeting when an election is held. The Vice-President will assume the duties of the President in his/her absence or assume the office of the President, if a vacancy shall occur, until the next scheduled election of officers.

**Section 3.** The Secretary of the Organization shall be voted in by a majority of the membership present at the annual meeting when an election is held. The Secretary shall have charge of records and property of the Organization. He/She shall make an agenda prior to all meetings and send out meeting minutes which shall include a financial statement. He/She shall issue all notices, circulars, forms and blanks authorized by the Organization. The Secretary shall attend all meetings of the Organization as may be deemed necessary. The Secretary shall be pair a stipend to be determined by a vote of the Organization.

**Section 4.** The Treasurer of the Organization shall be voted in by a majority of the membership present at the annual meeting when an election is held. The Treasurer shall have charge of all Organization monies and shall collect and disperse monies as directed by the Organization. He/She shall present a financial report at each meeting and prepare a budget for the upcoming year, to be presented at the annual meeting.

*The position of Secretary and Treasurer may be held by the same individual if voted by the membership at the time of elections. (In June 1998 a proposal was made to combine the position of Secretary and Treasurer. It has remained the same ever since.)*

#### **Section 5. Association Historian/Parliamentarian**

*The Historian/Parliamentarian of the Organization shall be voted in by a majority of the membership present at the annual meeting when an election is held. The Historian/Parliamentarian shall be responsible for review monthly minutes for constitutional changes and motions, amend the league constitution and distribute updated copies as needed. Distribute a revised copy of the league constitution at the September meeting to the entire membership. The Historian/Parliamentarian will also be responsible for maintaining a record of tournament participants and results. The Historian/Parliamentarian shall be pair a stipend to be determined by a vote of the Organization.*

**Section 6.** All elections will be held at the Annual meeting *held at the MSSADA Athletic Director's Conference in March.*

6.A *Nomination for Association Officers will be done by ballot at the MSSADA Athletic Director's Conference in March.*

**Section 7.** The length of term for each officer shall be (2) two years.

**7.A.** If a vacancy occurs in the office of Vice President, Treasurer, or Secretary, the position will be temporarily filled by appointment by the Executive Board until an election can be held at the Annual Meeting.

**Section 8.** The Executive Board will consist of the (5) *five* administrative officers, (President, Vice-President, Secretary, Treasurer, *Historian/Parliamentarian*), and (1) one representative from each of the four sections, (North, South, Central, and West), made by appointment of the President. The Executive Board will act for the benefit of the membership in the absence of a regular scheduled meeting.

#### **Article 4 – Meetings**

**Section 1.** Meetings will be held in October, January, March, and May. The March meeting is considered the Annual meeting.

**Section 2.** The President/Vice-President may call any special meetings when necessary.

**Section 3.** Each school shall be entitled to one vote. In order to cast a vote the Athletic Director or his/her designee must be present to vote, or submit a written notice, of their vote, to the Secretary prior to the meeting. Dues must be paid in full in order to cast a vote.

**Section 4.** Schools delinquent in paying dues will be considered inactive and not eligible for all membership activities.

**Section 5.** An agenda is to be prepared by the Organization Secretary and should be in the hands of the member schools at least one week prior to said meeting.

5.A. *The Minutes of each meeting will be the responsibility of the secretary. The minutes should be distributed within \_\_\_\_\_ weeks of the previous meeting. The minutes should include an attendance roll call, Treasurer's Report, Approval of Minutes, President's Report, new and old business conducted and a record of motions and/or votes. The Minutes should include pertinent upcoming dates for events and meetings.*

**Section 6.** In all decisions not specified within the Constitution the Robert's Rules of Order will prevail.

## **Article 5 – Committees**

**Section 1.** A Tournament Management Committee, (TMC), will consist of the Executive Board plus Individual Tournament Directors. *A quorum for the Tournament Management Committee will be \_\_\_\_\_ of its membership.*

The TMC will recommend what tournaments to hold, dates, times, fees and operating cost.

**b.** Each Tournament Director will be paid a stipend as determined by the TMC and included in the operating cost. *The Tournament Management Committee will submit a list of recommended stipends in March of each year to be voted on by the full membership.*

*The Tournament Management Committee shall meet prior to each full membership meeting for the purposes of seeding. The Tournament Management Committee will help with the decisions of breaking ties, interpretation of bylaws and*

### **Section 2. Ad Hoc Committees**

*Wording to be determined*

### **F. Article 6 - Amendments**

*Amendments to this constitution may be made at any meeting of the association, provided notice of the proposed changes has been submitted in writing to all members of the league at the meeting preceding the scheduled vote. Any constitutional change will require a two-thirds (2/3) vote of the full time members present.*

## By Laws

### **Tournament Procedures**

#### *I. Tournament Qualifying Criteria*

*Schools with the four highest winning percentages will play for the State Vocational School Championship. The State Vocational School Championship will be divided into two divisions: Large School and Small School.*

*For the Large Division – The schools with the four (4) best percentages will play for the Large Division Championship.*

*For the Small Division – The schools with the four (4) best percentages will play for the Small Division Championship.*

*For the State Vocational Football Tournament please refer to Football Bylaws for specific qualification criteria and division breakdowns.*

#### *Tournament Requirements*

*Schools must submit a Vocational Tournament Commitment Form.*

*Schools must submit a Vocational Tournament Intent to Enter Form.*

*Schools must leave the cut off date open in their schedule.*

*Schools must be willing to play a maximum of two games in three days.*

*Percentage of wins will be based on the games played that*

*Schools must declare which formula they will use on the intent to enter form. The formulas for the intent form are:*

*1. All Vocational Opponents*

*2. All League Schools*

*3. Your Entire Schedule*

*4. Greater New Bedford Rule (a minimum of ten games as declared to the Tournament*

*Management Committee by September 1)*

#### *Qualification Tie Breaker:*

*Best overall winning percentage*

*Head to Head Competition*

*Eliminate most recent tournament participant*

*Coin Flip*

#### *Pairings*

*Principal/Athletic Director will be contacted by Tournament Director as soon as possible on seeding date.*

*Principal/Athletic Director will also be contacted by Tournament Director with site and time for finals.*

### *Site/Seeding*

*Teams will be seeded 1 through 4 according to winning percentage, in case of equal percentages; the tiebreaker rule in 1-C will be used.*

*Neutral sites will be used if transportation beyond 50 miles is an issue. This only applies to non-league opponents.*

### *Seeding*

#### *Semifinal Round:*

*Game 1 - Team 4 at Team 1; Game 2 – Team 3 at Team 2*

#### *Vocational State Final*

*Game 1 Winner vs. Game 2 Winner at the location of the higher seed.*

### *Medical*

*It is the responsibility of each team to attend to their first aid needs and supplies throughout the tournament game.*

### *Game Management*

#### *Start Time*

*Tournament games on school days will start no earlier than 2:00pm and no later than 7pm (unless mutually agreed upon by the administration of both schools).*

#### *Adverse Weather Conditions/Postponements*

*In all games, the responsibility of calling off the contest rests with the Athletic Director of the host school. The tournament Director will determine the new game date and time (which will be the following day, if possible).*

*In the case of neutral sites, the Tournament Director along with the input of the Executive Board and the host site Athletic Director will determine the need to cancel due to weather conditions (Example: Golf Tournament, Cross Country Meet, Track Meet). A new date and time will be determined at the earliest convenience. The Tournament Director will be responsible for communicating the date and time change to the entire membership of the Association.*

*The decision to call off a game due to adverse weather shall be made three hours prior to the game time, if possible.*

*The following criteria will be used when considering postponement for a game:*

*Health and welfare of the student athletes*

*Comfort and safety of the fans*

*Travel conditions for the teams and fans*

*If due to unforeseen weather at the time of the contest or after the start of the contest, the official in charge will decide (in the presence of both teams) whether the game will be postponed.*

#### *Tournament Fees*

*Officials will be paid according to the MIAA payment structure for tournaments.*

*Host schools will be responsible for paying for both officials.*

*For schools playing at a neutral site will each be responsible for payment for one official.*

*For schools choosing to charge admission must not exceed \$5.00 for adults and \$3.00 for students. The proceeds will be used to help pay the cost of running tournaments.*

#### *Game Rules / Team Composition / Sportsmanship / Disqualification*

*For all of the above, the Massachusetts State Vocational Technical Tournament will use the rules outlined in the MIAA Tournament format for each specific sport.*

#### *Awards*

*A. The tournament director / tournament director's designee will present the awards following the championship meet or contest.*