

Palmetto Athletic Association By-Laws

I. FEES

- A. The membership fees will be \$100.00 per team if paid prior to June 1st of each year and \$150.00 if paid thereafter. Affiliate Membership will be \$25 per team if paid prior to June 1st of the year and \$50 if paid thereafter.
- B. \$25 deposit will be required when membership application is submitted to the association. Payments can be made in installments until membership fees are paid in full. The fee must be paid prior to June 1st to avoid late fee.
- C. An additional cost of \$10 will be added to dues to cover processing fees for association league coaches passes.
- D. The membership fee will be \$15 to the Palmetto Athletic Coaches Association and is required by all Palmetto Athletic Association coaches. The fee is due by July 1st.
- E. Optional Supplementary Membership to the South Carolina Athletic Coaches Association will be offered at \$55 dollars per coach to each organization if paid prior to July 1st of each year.
- F. Optional Supplementary Insurance through Amateur Athletic Union will be offered at \$17 dollars per athlete and \$19 per coach to each organization if paid prior to August 1st of each year.

II. DUTIES OF OFFICERS

- A. **Commissioner:** The Commissioner shall perform duties as are listed here-in, and such other duties as may be assigned by the Board of Directors.
 - 1. Shall keep the minutes for all meetings of the Board of Directors.
 - 2. Shall receive all applications for membership and shall keep a roster of same: and shall have charge of all credentials at the annual clinic.
 - 3. Shall collect all fees, place said fees in a selected depository, keep accurate records of all funds (including numbered receipts and itemized deposits) and shall render a full and audited financial report to the Board of Directors as soon as possible after the close of the year or at the annual meeting.
 - 4. Shall send out all notices of meetings and shall have charge of all printing necessary to the association.
 - 5. Shall employ such office staff as necessary to perform the business of the association and within annual budget limitations.

6. He/She or their designee shall obtain and schedule clinicians and shall solicit exhibitors for the annual clinic.
7. The salary of the Commissioner will be set by the Board of Directors.
8. Shall transfer all correspondence, receipts, funds and other materials and equipment to (his/her) successor within a period of 60 days and only after a complete audit of all association finances and properties.
9. Shall give a least 6 months' notice to Board of Directors prior to resigning retirement.
10. Shall notify all officers, directors, and committee chairperson of the time and place of Scheduled meetings at the annual clinic no less than two weeks prior to say clinic.

B. Associate Commissioner: Shall perform the duties listed below.

1. Transact general business of the association.
2. Receive and consider recommendations from the sports coordinators.
3. Establish major administrative policy governing affairs of the association; and devise and develop measures for the growth and development of the association.
4. Set the date and site for the annual clinic.
5. To recommend to Commissioner Clinicians for annual clinic.
6. Elect a Coach of the Year for each sport from a list of nominees submitted by the Assistant Commissioner.
7. Supervise election of new directors. The candidate receiving the most votes in the Board election will be elected.

C. Assistant Commissioner: Duties are:

1. Approve Wall of Fame nominees submitted by the Wall of Fame Committee
2. To recommend to the Board of Directors three nominees for Coach of the Year. Upon checking membership and years, the board will make the final decision.
3. Sports Coordinators will meet with the board at the March board meeting and report any business they deem necessary.
4. Appointments for sports coordinators will be for a 3 year term. They can serve longer if agreeable.
5. Shall be the chairperson of the Board of Directors, and an ex-officio member of all committees, except the committee on nominations.

- D. Competition Committee Presidents:** The immediate president shall serve as chairman of the committee on nominations, as a member of the constitution and by-laws committee and such other duties as may be assigned by the Board of Directors.

III. MEETINGS

- A. The Board of Directors shall meet prior to the annual coaches clinic.
- B. The Board of Directors shall meet during the week of the PACA Annual Conference which will be held in July.
- C. The Board of Directors shall meet prior to the annual football coaches Conference which is held in March.
- D. The Annual Business Meeting will be held during the Annual Football Clinic in March.
- E. The Board of Directors shall meet any other time deemed necessary by the Commissioner, Associate Commissioner or the Assistant Commissioner (Preferably November).
- F. The Association will pay the expense of the Executive Commissioner and spouse to attend any national meetings that is deemed to be necessary by the Board of Directors or the Executive Commissioner. The rate for these persons representing the association at meeting and conventions, etc. will be as listed below:

Travel: Car: state rate

Plane: commercial flight plus taxi fee.

Lodging: Pay entire fee for room.

IV. AWARDS

The following awards will be made by the Association.

1. Five Year, Ten Year, Fifteen year, Twenty year, Twenty-Five thirty year, thirty-five year, forty year, forty-five year, fifty year, fifty-five year and up (in increments of 5 years) service awards.
2. Athletic Director of the Year Award
3. Female Coach of the Year Awards
4. Coach of the Year Awards
5. Assistant Coach of the Year
6. Middle or Junior High School Coach of the Year
7. Wall of Fame
8. Youth Coach of the Year Awards
9. All Conference Awards
10. All Conference Academic Awards
11. Sportsmanship Award
12. Scholar Athlete Awards

V ALL-STAR GAMES

A. Selection of Coaches

1. A list of nominated All-Star Coaches is sent to the PAA Office by each region coordinator that sponsors an All-Star event. After checking to make sure all nominated coaches are a current SCACA or PACA member with a minimum of 3 years, the list of nominated coaches is sent to the Board of Directors for approval
2. The 3 year membership requirement can be waived by the Commissioner if extenuating circumstances exist.

B. Selection of Personnel

1. All participants in our Palmetto All-Star Bowl/Games must be nominated by their head coach.
2. All participants must be in their final two years of eligibility.
3. All participants and their parent/guardian must return to the PAA office or its designee a signed Letter of Acceptance agreeing to rules and regulations established by the PAA and the appropriate region coordinator.
4. Sponsorship fee for each individual participating in a Palmetto event is \$100.
5. If a student athlete is chosen to participate in a Palmetto All-Star event and the nomination form is received after the published deadline, there will be a \$50 late fee.
6. If a student athlete is chosen to participate in a Palmetto All-Star event the head coach is not a SCACA or PACA member, the sponsorship fee will be \$150.

V. CLINIC

- A. Clinicians, Officers, and Directors – no alcoholic beverages may be charged to the association expense account.
- B. All clinicians must be secured by the Commissioner or his/her appointee.
- C. All exhibitors must be secured by the Commissioner or his/her appointee

VI. FINANCIAL REPORT

A complete audit, by an outside firm, will be distributed to the Board of Directors at the July meeting.

VII. AMENDING THE BYLAWS

A. The Bylaws can be amended by the Board of Directors at a regularly scheduled Board Meeting or a special called meeting. Board Members must receive in writing the proposed change at least two weeks prior to the meeting.