

## ARTICLE 3

### ROLE AND RESPONSIBILITIES OF EXECUTIVE BOARD & EXECUTIVE DIRECTOR

#### 3.1 EXECUTIVE BOARD

The Executive Board will be the primary decision-making body of the CAA with the voting Membership having the right to overrule the Executive Board's decision(s) with a majority vote. The exceptions to this are issues involving Article 12 of this Constitution.

- 3.1.1 In order for the Executive Board Committee to make a decision, a minimum of three members must be involved in the process to discuss, evaluate and issue a final decision under the guidelines of this Constitution. Any Executive Board member who has interest in the outcome of the vote must abstain from any involvement in the case.
- 3.1.2 The Board will consist of (7) members consisting of:
- Two (2) members from JH ONLY schools
  - Two (2) members from HS ONLY schools
  - Three (3) At-Large members from any CAA member schools.
- 3.1.2.1 If member schools do not elect the required number of board members, the CAA Executive Director will appoint board member(s) as required.
- 3.1.2.2 **In the event that an Executive Board seat becomes open after the membership vote at the Constitution meeting, the Executive Director may fill that position with a member that meets the Executive Board requirements for a term that expires June 30. (2019)**
- 3.1.3 Terms of all CAA Executive Board members are for 2-years and shall expire on June 30. New terms of office shall begin on July 1.
- 3.1.3.1 A member may only serve 2 terms consecutively unless approved by the membership at the annual Constitutional meeting.
- 3.1.4 Each representative shall be chosen at the annual constitution meeting, preceding the beginning of his/her term of office and shall serve until a qualified successor is duly designated.
- 3.1.4.1 Nominees must represent CAA member schools in good standing. If a school fails to maintain their standing, committee representation by that school is not permitted.
- 3.1.4.2 Individuals will submit nominations for the Executive Board when the applicable conference is open. Executive Board will review nominations to ensure candidates are eligible to be placed on the ballot. Nominations are due by the date stated by the Executive Director prior to the CAA Constitutional meeting.
- 3.1.4.3 To be eligible for the Executive Board, potential committee members must be an Administrator or Athletic Director at a current CAA member school for at least two years prior to appointment.
- 3.1.4.4 No two (2) board members may be part of the same School system, District, Operator, or Campus.
- 3.1.5 The terms of those serving shall expire as of June 30th of the years as noted below:
- JH - Even Number Year
  - JH - Odd Number Year
  - HS - Even Number Year
  - HS - Odd Number Year
  - One Large Member – Even Number Year
  - Two Large Members – Odd Number Year

## 3.2 EXECUTIVE DIRECTOR

- 3.2.1** The Executive Director must: maintain a schedule of games, schedule referees, run the league website, communicate important information, compile and publish relevant data and facilitate tournaments when there are six or more schools participating in a sport, unless otherwise decided by the board of eligible schools.
- 3.2.2** The Executive Director is responsible for the maintenance of the corporation including all state and federal taxes, filings, and finances.
- 3.2.3** The Executive Director is responsible for hiring required to operate the League. In addition, the Executive Director is responsible for managing and evaluating staff.
- 3.2.4** The Executive Director will hold annual constitutional meetings, coaches' meetings for each sports season, and one annual director's summit meeting.
- 3.2.5** The Executive Director and staff will establish an annual operating budget that allows the CAA league office to operate under the guidelines of a not-for-profit corporation.
- 3.2.5.1 The Executive Director will present the annual budget to the Executive Board for their vote and approval.
- 3.2.6** Every two years the CAA membership casts a vote of confidence to the Executive Director in January (next vote January 2019). If 51% of the responses from voting members are not confident with the CAA Executive Director, the position will be posted, and applications will be accepted and reviewed by the Executive Board. An election would be held at the Constitution Meeting.
- 3.2.6.1 Based on the results of the vote of confidence, and if an election is needed, all interested candidates must submit in writing to the current Executive Board President the intent to run for the position by March 1<sup>st</sup> of the same year. All candidates will be interviewed by the Executive Board and will only be allowed on the ballot if approved by the Executive Board.
- 3.2.7** The CAA Executive Director, who shall be appointed by and hold office at the will of the CAA Member Schools, shall be a non-voting member of the CAA Executive Board.