

**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 these 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.

3.1.1.1 Executive Board members who have a conflict of 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.

3.2 Terms and Eligibility

3.2.1 CAA Executive Board members are elected for 3-years and shall expire on June 30. New terms of office shall begin on July 1.

3.2.1 At the annual constitution meeting any board member position that is expiring will come come up for election

3.2.2 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.

3.2.3 Individuals will submit nominations for the Executive Board when the applicable application process is open. The Executive Director 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 Annual Constitution Meeting.

3.2.4 Prior to appointment or nomination for the Executive Board, potential committee members must be an Administrator or Athletic Director at a current CAA member school for at least three years.

3.2.5 No two (2) board members may be part of the same School system, District, Operator, or campus.

3.3 Executive Board Members, as such, shall not receive any compensation or stated salary for their services, but by a fixed sum and for expenses for attendance, if any, may be allowed for attendance at each regular or special meeting of the Board, or for the attendance of any Director at any conference relating to education.

3.4 Fees - Annual: The Executive Board will determine from time to time the amount of annual fees payable to the Association by its Members.

3.4.1 Fee increases will be sent to the membership Athletic Directors 30 days prior to the Executive Board vote for review.

3.4.2 Members can express any concerns or recommendations during this time to the Executive Board Members.

3.5 EXECUTIVE DIRECTOR

3.5.1 The Executive Director will:

3.5.1.1 maintain a schedule of games

3.5.1.2 schedule referees

3.5.1.3 organize the Association website

3.5.1.4 communicate important information

3.5.1.5 compile and publish relevant data and facilitate tournaments when there are six or more schools participating in a sport, unless otherwise decided by the CAA Executive Board.

3.5.2 The Executive Director is responsible for the maintenance of the corporation including all state and federal taxes, filings, and finances.

3.5.3 The Executive Director is responsible for hiring required staff to operate the League. In addition, the Executive Director is responsible for managing and evaluating staff.

3.5.4 The Executive Director will hold annual Athletic Director's meetings, coaches' meetings for each sports season, constitution meeting and one annual director's summit meeting.

3.5.5 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.

3.5.6 The Executive Director will present the annual budget to the Executive Board for vote and approval.

3.5.7 Every three years the CAA membership casts a vote of confidence to the Executive Board President in January (next vote January 2021).

3.5.7.1 If 51% of the responses from voting members are not confident with the CAA Executive Director, the position will be posted, applications will be accepted and reviewed by the Executive Board. An election would be held at the spring Athletic Director's Conference.

3.5.7.2 The CAA Executive Board may call for a vote of confidence any time during the Executive Director term of office.

3.5.8 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 1st 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.

3.5.9 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.