

**ARTICLE 3:
Role and Responsibilities of Executive Board and 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 11 of this Constitution.

3.1.1 EXECUTIVE BOARD MEETINGS

3.1.1.1 The Executive Board shall have regular monthly meetings held on the first Wednesday of each month from August through May. These meetings are the primary decision-making responsibilities. These meetings serve as the main forum for discussions and resolutions on CAA matters.

3.1.1.2 In addition to regular monthly meetings, the Board will also organize a Summer Conference and a special Constitution Meeting to review and address constitutional amendments and other related issues.

3.1.1.3 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.

3.1.1.3.1 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 & 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.

3.2.1.1 The Executive Board member must notify the Executive Director prior to the January board meeting if seeking reelection.

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

3.2.3 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.

3.2.4 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.

3.2.5 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 two years (25-26)

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

3.2.7 Executive Board President

3.2.7.1 Will serve a two year term

3.2.7.1.1 One year as the Executive Board Vice President

3.2.7.1.2 One year as the Executive Board President

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 BOARD INVESTIGATION AND DETERMINATION OF VIOLATION

3.5.1 At its discretion, if the Executive Board determines that circumstances warrant, the Executive Board may conduct its own investigation and any related proceedings it determines to be appropriate, in order to make a determination whether a member school has committed a violation of the constitution, bylaws or policies and procedures. If, based on its investigation and any related proceedings, the Executive Board determines that a violation has occurred, it shall promptly notify the member school in writing.

3.5.2 The member school shall have ten (10) days from the date of the Executive Board's written notification of violation to make a written request for an appeal. The school's written request for an appeal shall describe in detail the basis for the appeal and reason(s) why the determination of the Executive Board should be reconsidered.

3.5.3 Appeal procedures in each case shall be as determined by the Executive Board. As a general guideline the Executive Board appeal procedures shall be consistent with the relevant sections set out in bylaw

3.5.4 UNREPORTED VIOLATION: DUE PROCESS PROCEDURE. After considering the appeal, the decision of the Executive Board as to whether a violation has been committed shall be final and the member school shall be promptly notified in writing. If a violation is found, the member school shall then promptly notify the Executive Board of the corrective action taken by the member school regarding the violation. The procedures in bylaws 3.5.1 and 3.5.2 shall then apply. 3.5.3 If the member school does not appeal, it shall promptly notify the Executive Board of the corrective action taken by the member school regarding the violation. The process set out in 3.5 and its subsections shall then apply.

3.5.5 If a member school is found to have committed a violation as a result of the process set out under this bylaw (3.5), in addition to any sanction otherwise authorized by the bylaws, in the discretion of the Executive Board, the member school may be assessed the costs of the Executive Board's investigation and any related proceedings. If so assessed, the member school shall promptly pay the assessment or face further sanction by the Executive Board, including loss of its membership

3.6 EXECUTIVE DIRECTOR

3.6.1 The Executive Director will:

3.6.1.1 Maintain a schedule of games

3.6.1.2 Schedule referees

3.6.1.3 Organize the Association website

3.6.1.4 Communicate important information

3.6.1.5 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.

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

3.6.3 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.

3.6.4 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.

3.6.5 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.

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

3.6.7 Every three years the CAA membership casts a vote of confidence to the Executive Board President in January (next vote January 2027).

3.6.7.1 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.

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

3.6.8 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.

3.6.9 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.

3.6.10 Governance and Oversight To ensure transparency, accountability, and alignment with the mission of the Canyon Athletic Association:

3.6.10.1 The Executive Director shall be **formally employed by the CAA Executive Board** and shall report directly to the Board.

3.6.10.2 The Executive Board shall be solely responsible for the **recruitment, hiring, contract negotiation, and employment terms** of the Executive Director.

3.6.10.3 The Executive Board shall establish and implement a **formal annual performance evaluation process** for the Executive Director. This evaluation shall be based on defined goals, operational effectiveness, financial management, leadership, and adherence to the Association's bylaws and policies.

3.6.10.4 Any contract extensions, renewals, or terminations of employment for the Executive Director must be approved by a **majority vote** of the Executive Board.

3.6.10.5 The Executive Director shall not participate in any vote or deliberation related to their own employment, performance review, or compensation.

3.7 Legislative Council

3.7.1 High School

3.7.1.1 LEGISLATIVE AUTHORITY – Legislative authority of the Association shall be vested in the CAA Legislative Council.

3.7.1.1.1 Legislative Council Chair - appointed by the CAA Executive Director to oversee all communication within the council.

3.7.1.2 LEGISLATIVE COUNCIL MEMBERS – Each division shall select delegates to the CAA Legislative Council, representative of the Conference:

3.7.1.2.1 Division 1 – 7 members – No more than one will come from the same school/district.

3.7.1.2.2 Division 2 – 7 members – No more than one will come from the same school/district.

3.7.1.2.3 Division 3 – 7 members – No more than one will come from the same school/district.

3.7.1.2.4 3 members – Each division shall select one member to serve as a delegate to the CAA Legislative Council.

3.7.1.2 QUALIFICATIONS / TERM OF OFFICE

3.7.1.2.1 A representative shall be a school administrator or school governing board member. A CAA Legislative Council representative shall not be a member of the CAA Executive Board.

3.7.1.2.2 Additional qualifications and the right of a representative to succeed himself/herself in an office shall be at the discretion of the appointing or electing body.

3.7.1.3 OFFICERS

3.7.1.3.1 The President of the CAA Executive Board or, with the approval of the Executive Board, his or her designee, shall preside at all meetings of the CAA Legislative Council. The presiding officer shall be entitled to vote only in case of a tie.

3.7.1.3.2 The CAA Executive Director shall act as Secretary of the CAA Legislative Council but shall have no vote.

3.7.1.4 MEETINGS

3.7.1.4.1 There shall be at least one meeting of the CAA Legislative Council per year. Time and place shall be set by the CAA Executive Board.

3.7.1.4.1.1 Special meetings of the CAA Legislative Council may be called by the President of the CAA Executive Board at his/her discretion and shall be called upon written request addressed to him/her by five or more members of the CAA Legislative Council. Notice of any special meeting of the CAA Legislative Council shall be given by the CAA Executive Board to all member schools not less than two weeks before the special meeting. 3.6.5.2 All CAA Legislative Council meetings shall be open to the public. The date, time and place shall be set by the CAA Executive Board. Notice of a regular or special meeting shall be posted on the CAA website at least three calendar days prior to the meeting.

3.7.1.4.1.2 Interested parties in attendance at a CAA Legislative Council meeting may be called upon for advice or information

3.7.1.4.1.3 Members of the CAA Executive Board may attend any regular or special meeting of the CAA Legislative Council, but shall not vote.

3.7.1.4.2 A quorum shall consist of two-thirds (2/3) of the representatives to the CAA Legislative Council. A quorum must be present at a meeting for the transaction of business. The CAA Legislative Council shall not accept proxy votes at any of its meetings. (Section 4.5 cont'd on next page)

3.7.1.4.3 Order of Business - The order of business at a meeting of the CAA Legislative Council shall be as follows:

- Roll Call
- Approval of Minutes
- Approval of Agenda
- Executive Director Report
- Reports of Special Committees
- Unfinished (Old) Business
- New Business - New business may not be considered at any meeting of the CAA Legislative Council without the consent of three-quarters (3/4) of the members present unless such business is submitted in writing to the members at least four weeks before the CAA Legislative Council meeting.

3.7.1.5 REVIEW AND REFERENDUM - A petition signed by fifty-one percent (51%) of the member schools shall require that a referendum be held to call a review of any action of the CAA Legislative Council. A three-fourths (3/4) vote of the membership of the CAA Legislative Council shall be required to reverse an action of the CAA Legislative Council.

3.7.1.6 METHOD OF PROPOSING AMENDMENTS TO THE CONSTITUTION AND BYLAWS (ARTICLES 1-37)

3.7.1.6.1 CAA Legislative Council Action - The CAA Constitution and Bylaws may be amended at a meeting of the CAA Legislative Council.

3.7.1.6.2 Proposed Amendments - Proposed amendments to the CAA Constitution and Bylaws may be submitted as follows:

3.7.1.6.2.1 Member School - A member school may submit a proposed amendment to its Region for consideration.

3.7.1.6.2.2 Region - By a majority vote of its members, a Region may submit a proposed amendment through its Conference or directly to the CAA for placement on the CAA Legislative Council agenda.

3.7.1.6.2.3 Conference - By a majority vote of its members, a Division may submit a proposed amendment to the CAA for placement on the CAA Legislative Council agenda.

3.7.1.6.2.4 CAA Executive Board - By a majority vote of its members, the CAA Executive Board may direct that a proposed amendment be placed on the CAA Legislative Council agenda.

3.7.1.6.3 Proposed Amendment Form

3.7.1.6.3.1 All proposed amendments to the CAA Constitution and Bylaws are to be submitted on a Proposed Amendment Form.

3.7.1.6.3.2 Due Date For Proposed Amendments - A completed Proposed Amendment Form must be submitted to the CAA office six weeks before the regularly scheduled CAA Legislative Council meeting.

3.7.1.7 Notification Date For CAA Legislative Council Meeting - The CAA Executive Board shall give notice of proposed amendments for CAA Legislative Council consideration to all CAA member schools not less than four weeks prior to a CAA Legislative Council meeting.

3.7.1.8 REQUIRED VOTE FOR CONSTITUTION AND BYLAWS (ARTICLES 1-37)

3.7.1.8.1 A two-thirds (2/3) vote of the CAA Legislative Council membership is required to amend the CAA Constitution.

3.7.1.8.2 A two-thirds (2/3) vote of the CAA Legislative Council members present is required to amend the CAA Bylaws.

3.7.1.9 EFFECTIVE DATE OF AMENDMENT FOR CONSTITUTION AND BYLAWS (ARTICLES 1-37)

3.7.1.9.1 The effective date of all amendments to the CAA Constitution and Bylaws shall be July 1 following their enactment, unless passed as emergency legislation.

3.7.1.9.2 Emergency legislation shall become effective as designated by the CAA Legislative Council.

3.7.1.10 AMENDING POLICIES AND PROCEDURES (ARTICLES 1-37)

3.7.1.10.1 A Conference Committee may request the Executive Board to amend Sport Policies and Procedures, or the Executive Board itself may amend Sport Policies and Procedures.

3.7.2 Junior High School

3.7.2.1 LEGISLATIVE AUTHORITY – Legislative authority of the Association shall be vested in the CAA Legislative Council.

3.7.2.1.1 Legislative Council Chair - appointed by the CAA Executive Director to oversee all communication within the council.

3.7.2.2 LEGISLATIVE COUNCIL MEMBERS – Each division shall select delegates to the CAA Legislative Council, representative of the Conference:

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3.7.2.9 REQUIRED VOTE FOR CONSTITUTION AND BYLAWS (ARTICLES 1-37)

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3.7.2.11 AMENDING POLICIES AND PROCEDURES (ARTICLES 1-37)

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