

**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.

3.1.1.1.2.1 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.

3.2.1 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.

3.2.6 Executive Board President

3.2.6.1 Will serve a two year term

3.2.6.1.1 One year as the Executive Board Vice President

3.2.6.1.2 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 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.