

Policy 1001

THE EXECUTIVE COUNCIL

Membership

The Executive Council shall be comprised of the high school principal from each Conference school.

Officers

The five officers of the **Executive Council** shall be President, Vice-President, Secretary, Treasurer and the Past-President.

The officers shall be confirmed by the Executive Council at the final meeting of the school year, and shall assume their duties immediately following the meeting at which they are confirmed.

Each year the division of the outgoing Past President will elect a representative to serve as Secretary of the Board of Directors. In succeeding years the representative of that school will ascend to Treasurer, then Vice President, then President and finally Past President.

Meetings

There shall be at least two (2) meetings per year of the Executive Council.

Duties and Responsibilities

The Executive Council shall be responsible for acknowledging changes in membership. The approval of conference superintendents is required when expansion is being considered.

Additional members shall be considered for admittance to the conference upon written application from the interested school in compliance with all policies and procedures that govern expansion. To be admitted, the application must receive three-quarters (3/4) affirmative votes Executive Council. The vote of each member school shall be cast by printed ballot by the principal with approval of the superintendent.

Voluntary withdrawal from the Conference shall require a formal written application. All Conference contracts shall be fulfilled for one-year or two-years as determined by the Athletic Board.

Withdrawal shall not become effective until the second June 30 following notice of withdrawal or until Conference commitments have been fulfilled.

An alternative withdrawal schedule may be accepted by three-fourths (3/4) affirmative votes of Conference schools.

The Executive Council shall make provisions for activities that cross division lines and shall determine the financial arrangements to carry out such activities.

. The Executive Council shall establish the number of Conference divisions and name them. (*See Policy 3002*)

. The Executive Council shall have a compilation of the Capital Area Activities Conferences funds and issue a printed report to all member schools by July 30 of the following fiscal year.

The Executive Council shall charge the Board of Directors with the responsibilities of managing the conference.

Policy 1002
THE BOARD OF DIRECTORS

Membership

The Board of Directors shall be made up of the five (5) officers of the Executive Council.

Officers

The Conference President will chair the Board of Directors meetings.

Meetings

Board meetings will be held at the discretion of the Conference President.

Duties and Responsibilities

. The duties of the Board of Directors shall be to interpret and act as required by Conference policy, handle interim business, and coordinate enforcement of Conference policy.

Action items needing Board of Directors approval require a majority vote.

All action taken by the Board of Directors needs approval by The Executive Council.

Policy 1003

ATHLETIC COMMISSION

Membership

The Athletic Commission shall be comprised of the high school athletic director from each Conference school.

Officers

The officers will consist of a President, Vice-President, Treasure, Secretary, and Past President.

The officers of the Athletic Commission shall be the athletic directors from the same schools that the officers of the Executive Council are from and will hold the corresponding positions.

The officers on the Athletic Commission may serve as their Principals' representative on committees.

Annually each division will elect a recorder to take and file minutes with the Conference Secretary.

Meetings

Commissions will meet on the second Wednesday of each month to conduct business.

There will be no meeting in July.

Duties and Responsibilities

The commission will compile the athletic activities engaged in by Division members and submit the calendar to the Executive Council for approval.

The commission will establish a budget for the fiscal year from July 1 to June 30 and submit it to the Executive Council for approval.

The commission will establish admission prices and submit them to the Executive Council for approval

The commission may create conference Policies. Policies shall not conflict with the By-Laws of the Capital Area Activities Conference and are subject to the approval of the Executive Council.

The commission will establish Officials fees every two years and submit them to the Executive Council for approval

Policy 1004
DIVISIONS
Membership

For information on membership of each division refer to Policy 3001.

Officers

Each division shall have a Recorder.

The officer may be elected in a manner and time as determined by each Division prior to the last scheduled Athletic Commission meeting.

Meetings

Each division may establish a unique meeting calendar.

Duties and Responsibilities

The division may make recommendations for the budget for the next fiscal year and submit them to the Athletic Commission for consideration

Policy 1005

ORGANIZATIONAL OUTLINE

Executive Council

Will be made up of the Principals from each Conference High School.

Officers

President
Vice President
Secretary
Treasure
Past-President

Responsibilities

Approve all business conducted by the Board of Directors.
Approve all business conducted by the Conference.
Review and approve all business conducted by the Athletic Commission.

Board of Directors

Will be made up of the five officers of the Executive Council.

Responsibilities

Interpret and act as requested by Conference policy.
Handle interim business.
Coordinate enforcement of Conference policy.

Athletic Commission

Will be made up of the Athletic Directors from each Conference High School

Officers

President
Vice President
Secretary
Treasure
Past-President

Responsibilities

Conduct business necessary to run a well organized well disciplined athletic conference.

Divisions

High school athletic directors from each division school

Officer

Recorder

Responsibilities

Conduct the business necessary to run a well organized well disciplined division

Policy 1006
Organizational Outline CAAC
Flow Chart

