

ARTICLE 2

The Commission on Athletics Board

2.1 PURPOSE

The COA Board serves as the ultimate authority and provides operational oversight of the CCCAA. The Board is the policy-making body of the organization and, as such, approves all changes to the *Constitution and Bylaws*. The COA Board defines the direction of the CCCAA, supervises the COA Executive Director, and manages the COA/CCCAA finances. (See Section 78223 of the Education Code of California.)

2.2 RESPONSIBILITIES

- 2.2.1 The COA Board conducts its business in periodic meetings and such special and executive meetings as may be deemed necessary by the Board and/or by the Board Chairperson.
- 2.2.2 The COA Board has authority to employ, evaluate, and terminate a COA Executive Director.
- 2.2.3 The COA Board shall direct the activities of and evaluate the operations of the Office of the COA Executive Director.
- 2.2.4 Staff members of the Office of the COA Executive Director are the employees of the Community College League of California but operate under the direction and supervision of the COA Board.
- 2.2.5 The COA Board shall:
 - A. Work with and seek the input of the CCCAA MC, conferences, and affiliate organizations.
 - B. Provide a vehicle for due process for colleges and conferences when violations of the *Constitution and Bylaws*, by any constituency, are reported.
- 2.2.6 The COA Board shall make committee appointments and assign responsibilities to the COA Board and approve CCCAA MC members.

2.3 MEMBERSHIP

- 2.3.1 The members of the COA Board shall serve a three (3)-year term. Members are eligible for a second three (3)-year term. COA Board membership is limited to six (6) years on the Board. Terms of office commence on July 1 and end on June 30.
- 2.3.2 Once a COA Board member has completed six (6) consecutive years and goes off the COA Board for a minimum of one (1) year, that member is eligible to again be nominated for COA Board membership.

- 2.3.3 The COA Board chair is a CEO elected by the members of the COA Board on an annual basis.
- 2.3.4 The COA Board membership consists of one (1) Chief Executive Officer (CEO) from each all-sport conference. There is one (1) CEO selected at large. There is one (1) representative from the California Community College Chief Student Services Administrators Association (CCCCSSAA), one (1) representative from the California Community Colleges Chief Instructional Officers (CCCCIO), and one (1) conference commissioner. The CCCAA MC Chair will be a member of the COA Board.
- 2.3.5 The COA Board ensures that its membership reflects the diversity of the California community colleges. Appointments are made to maintain cultural, gender, and ethnic diversity. Members should demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, gender, and ethnic background of California community college students.
- 2.3.6 Each member of the COA Board has one (1) vote.
- 2.3.7 Continued membership on the COA Board is reviewed annually by the Board. Lack of participation or attendance may lead to a release from duties. It is required that the chair of the COA Board be notified if a member is unable to attend a meeting. After two (2) absences in one (1) year, the COA Board will evaluate the continued tenure of the individual and notify the conference commissioner with a recommendation on the continued terms of the individual. The recommendation will automatically take effect unless the conference affected takes action to reverse it by contacting the conference commissioner to request reconsideration within 30 days.
- 2.3.8 The duties of the COA Board members are to:
 - A. Represent the interests of all California community colleges and their student athletes.
 - B. Serve as an additional communication link with the specific conference that the individual member represents.
 - C. Represent the COA on standing and/or ad hoc committees.
 - D. Serve as a liaison to selected CCCAA affiliate organizations.
 - E. Attend the meetings of their conference or group represented and the COA and its committees.
 - F. Fulfill the responsibilities of their assignments providing the leadership of the COA.

2.4 SELECTION OF COA BOARD MEMBERS

- 2.4.1 When a CEO, COA Board member’s term of service expires, or a vacancy occurs, the member’s conference shall nominate two (2) individuals whose names will become a pool from which to select a replacement. The nominees shall be:

- A. A woman who is a college CEO, chancellor or superintendent, or president; and
- B. A man who is a college CEO, chancellor or superintendent, or president.

Selection of nominees to the above categories shall be by vote of the conference.

- 2.4.2 The conference shall call for nominees at its fall meeting. The nominees shall be selected at the conference’s winter meeting. The two (2) final nominations shall be forwarded to the COA Executive Director no later than February 15 of the year prior to the beginning of the representative’s term. These nominees shall constitute the nominee pool.
- 2.4.3 Those members representing the CCCSSAA and the CCCCIO shall be nominated by their respective organizations. The terms of these representatives shall be staggered. When the term of office expires, each organization shall nominate one (1) man and one (1) woman and present the nominations to the COA Executive Director by February 15.
- 2.4.4 The COA Executive Director shall administer, in cooperation with the COA Board Chairperson, the procedures for selecting the conference representatives and the at-large members who will become new or reappointed COA Board members.
- 2.4.5 The COA Executive Director, in cooperation with the COA Board Chairperson, shall administer the development of a slate of prospective COA Board members from the nominee pool. The pool shall include new nominees and individuals eligible for reappointment.
- 2.4.6 At the spring convention, the COA Board will appoint individuals to serve as COA Board members for three (3)-year terms from the nominee slate. Each conference shall have at least one (1) CEO of its college member on the COA Board chosen from the conference nominee pool.
- 2.4.7 To ensure that the COA Board membership reflects the diversity of the California community colleges, the COA Board shall have the authority to appoint the “at-large” position. This appointment shall be made to maintain the cultural, gender, geographic, and ethnic diversity of the COA membership.
- 2.4.8 If a COA Board member representing a specific conference relocates to an institution in another conference, the member may continue in office through the spring meeting that is the prescribed time for new appointments. At that time, the relocated individual may have one of the following options:
 - A. Be re-nominated if it is approved by a vote of the new conference.
 - B. Be appointed “at-large” by the COA Board for the remainder of that member’s term.
 - C. Be asked to serve again at another time.
- 2.4.9 The COA Board may appoint another individual to an “at-large” position until the annual appointment period.

2.5 COA BOARD COMMITTEES

2.5.1 Standing committees may be established by the COA Board as needed. The COA Board chair shall solicit and appoint members of the committee(s). The COA Board chair may appoint committee members from the COA Board, CCCAA MC, and conference commissioners to serve.

2.5.1.1 The following committees report to the COA Board:

A. **Academic and Athletic Standards Review Committee**—The AASRC is responsible to monitor and periodically review academic and athletic eligibility standards of CCCAA participants. The committee may require submission of periodic academic performance reports from CCCAA member institutions as requested by the Board. (*Adopted & effective August 29, 2006.*)

B. **Appeals Boards**—Areas of focus include reviewing appeals submitted by a constituent(s) listed in Article 7.4.10.4 and signed by the college president. The Appeals Board has the authority to take action as listed in Article 7.4.10.10. The Disabilities Appeals Board shall have the power to create eligibility for a student athlete who qualifies for one semester only. (See Article 7.4.15.)

There shall be two (2) appeals boards, the COA Appeals Board and the Disabilities Appeals Board, that will carry out the due process procedures as outlined in Article 7.4.14.

The COA Appeals Board shall consist of three members of the COA Board appointed by the COA Board chair, who will also appoint two (2) alternate members. (See Article 7.4.10.1.) The Disabilities Appeals Board shall consist of five (5) members appointed by the COA Board chair. (See Article 7.4.15.1.) At least one member of each appeals board shall be a Constitution Committee member.

Each appeals board shall be on call as needed and meet during regularly scheduled COA meetings. Special meetings may be called upon reasonable notice by the appeals board chairperson or on the advice of the COA Executive Director.

C. **Awards Committee**—Areas of focus include governing rules and processes for COA annual Pepsi Scholar Athlete and Honor Roll awards selection and the annual Hall of Fame induction selection processes. Current awards programs are specified in Bylaw 7.

The Awards Committee shall review all forms submitted by the conferences for Pepsi Scholar Athlete, Scholar Team Award, and Sports Hall of Fame, and will determine the recipients in each category. The committee will review the proposals from companies that bid on the opportunity to furnish the awards in conjunction with the COA staff.

D. **Constitution Committee**—The composition of the Constitution Committee shall include two (2) conference commissioners from the north and two (2) conference commissioners from the south, a president serving on the COA Board to serve as chair, the CCCAA MC chair, and the COA Executive Director. Areas of focus include, but are not limited to, the oversight of the language in the *Constitution and Bylaws*, the production of the *Constitution and Bylaws*, and the development of recommendations to the COA Board. This committee shall serve as the initial filter in the legislative process for all proposed amendments to the *Constitution and Bylaws*. This committee shall review the proposed legislation for applicability, accuracy, affect on existing policy (need for additional editorial changes), placement and appropriateness prior to dissemination to other committees. This committee shall, at the request of the COA Executive Director, assist with specific interpretations.

E. **Finance Committee**—Areas of focus include making recommendations to the COA on all COA/CCCAA business and financial matters, to hear all requests that will have financial implications on the COA and/or the matters of the CCCAA, to review the feasibility of proposals and plans aimed at increasing the revenue of the CCCAA, and to conduct a review of the annual audit of the association.

The Finance Committee is charged with examining procedures, requests, etc. that will have an impact on the COA/CCCAA budget. While the committee cannot affect how money is spent on each campus, part of its function should be to point out potential impact on campus budgets due to COA/CCCAA action.

Legislation proposals from the CCCAA membership having financial impact shall be submitted to this committee first, then forwarded to the appropriate committee (Policy, Competition, etc.) with or without recommendation for approval. The committee will collect standard financial data to assist in decision making.

F. **Policy Committee**—Areas of focus include, but are not limited to, governing rules and processes for unit GPA requirements, transfer rules, recruitment and/or first contact rules, season of participation, injury waivers, forms to establish and record eligibility, and participation.

The Policy Committee shall make recommendations to the COA on proposed *Constitution and Bylaws* changes related to student athlete eligibility, enrollment, membership eligibility, college and conference responsibilities, continuing competition, recruitment and subsidization, establishing new conferences or changing conferences, and due process and appeals.

Note: Effective October 19, 2007, the Gender Equity Committee became a standing committee of the Management Council. (See Article 4.5.2.C.)

2.5.2 Ad hoc committees may be established by the COA Board as needed. An ad hoc committee is created to focus on one (1) specific mission that may be of short duration. An ad hoc committee may be discontinued when there is no longer a need for the function of the committee or if the expected activity of the committee becomes limited.

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