

ARTICLE 4

The CCCAA Management Council

4.1 PURPOSE

The CCCAA Management Council (hereinafter referred to as MC) has primary responsibility for the operational rules of the intercollegiate athletic programs of the CCCAA.

4.2 RESPONSIBILITIES

4.2.1 The MC conducts its business in periodic meetings and such special and executive meetings as may be deemed necessary by the COA Board and/or the MC chair.

4.2.2 The MC is responsible for operational decisions that determine the procedures that support COA/CCCAA policies.

4.2.3 Operational issues include, but are not limited to, sport playing rules, verification of eligibility requirements, rules of competition, participation, number of allowable contests, seasons of sports, awards, and PC.

4.2.4 The MC will have recommending responsibility for policy issues to the COA.

4.2.5 The MC shall represent the interests of all California community colleges and their student athletes.

4.2.6 The MC members serve as representatives of the CCCAA and the MC to the California Community College Coaches Association (4CA). The MC members also serve as liaisons between the MC and the 4CA.

4.2.7 The MC shall communicate activities and meetings to the sport membership and solicit input on MC agenda items in a timely manner.

4.2.8 The duties of the MC members are to:

- A. Represent the interests of all California community colleges and their student athletes.
- B. Represent the MC on standing and/or ad-hoc committees.
- C. Serve as a sports representative to the CCCAA and to the respective coaches associations.
- D. Attend the meetings of the MC (two [2] meetings per year) and CCCAA committees, as well as sport coaches associations and PC events to which the member serves as the CCCAA representative.

- E. Fulfill the responsibilities of their assignments providing the leadership of the CCCAA.

4.3 MEMBERSHIP

- 4.3.1 The MC consists of individuals employed by a California community college or conference and be a CCCAA member in good standing and an active member of the following CCCAA affiliate organizations or administrators:

(Adopted April 6, 2007; effective April 6, 2007.)

- A. One (1) MC Chairperson.
- B. Seventeen (17) athletic deans/directors.
- C. Two (2) vice presidents/deans responsible for athletics (non-athletic dean/directors).
- D. One (1) conference commissioner *(Adopted June 20, 2007; effective July 1, 2007.)*
- E. One (1) representative from each of the following COA affiliate organizations:
 - 1. CCCADA (Athletic Deans/Directors)
 - 2. 3C4A (Academic Advisors)
 - 3. CCCATA (Athletic Trainers)
 - 4. CCCPE (Physical Educators)
 - 5. CCCSIA (Sports Information)
- F. Two (2) representatives (one representing male sports, one representing female sports, one fall sport and one spring sport) from the 4CA (Coaches Association).

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

- 4.3.3 The MC chair is a member of the MC elected by the members of the MC.

- A. Term of office.
 - 1. The MC chair shall serve a two (2)-year term.
 - 2. The term of the newly elected chair may extend beyond the six (6)-consecutive-year maximum defined in Article 4.3.2.
 - 3. The chair is not eligible to serve consecutive terms. The term of office commences on July 1 and ends on June 30 of the second year as chair.

B. Selection process

1. A slate of nominees will be prepared by the CCCADA Executive Committee, prior to the final spring COA/CCCAA meeting, from the current members.
2. Additional nominations may be made from the floor during the final spring MC meeting.
3. Each member of the MC shall have one (1) vote.
4. The MC chair does not continue in the MC role as either a sport representative or an affiliate organization representative; the vacated position will be filled as specified in Article 4.4.1.G.

C. Duties of the MC chair

1. Call meetings, prepare agendas, and chair MC meetings.
2. Appoint standing committees, ad hoc committees, and subcommittees.
3. Serve as the MC liaison to the COA Executive Director.
4. Serve on the COA Board as the representative from the MC.
5. Assist the MC members as needed in order to fulfill their assignments in providing the leadership for the operational rules of the intercollegiate athletic programs of the CCCAA.

4.3.4 Management Council Vice-Chair

A. Term of office

1. The vice-chair shall serve a one (1)-year term.
2. The vice-chair may be re-elected to additional terms as long as eligible.
3. The term of office commences on July 1 and ends on June 30.

B. Selection process

1. Any member of the MC, whose appointment will be current during the term, is eligible to serve as the vice-chair.
2. Nominations are taken from the floor, during the final spring MC meeting.
3. Each member of the MC shall have one (1) vote.

C. Duties of the MC vice-chair

1. Assist the MC chair as needed.

2. Chair the Competition Committee
3. Continue to serve in his/her appointed MC capacity.

(Adopted April 6, 2007; effective July 1, 2007.)

4.3.5 The MC shall ensure that its membership reflects the diversity of the California community colleges. Appointments shall be made to maintain cultural, gender, geographic, and ethnic diversity. Members should demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, gender, geographic, and ethnic background of California community college students.

4.3.6 Each member of the MC shall have one (1) vote.

4.3.7 Continued membership on the MC will be reviewed annually by the COA Board. Lack of participation or attendance may lead to a release from duties. It is required that the chair of the MC 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.

4.4 SELECTION OF MANAGEMENT COUNCIL MEMBERS

4.4.1 Athletic Deans/Directors

- A. The California Community College Athletics Directors Association (CCCADA) Executive Board will be responsible for soliciting, screening, and nominating athletic deans/directors for the MC. It is recommended that the CCCADA Executive Board entertain nominations from each sport coaches association and the conferences.
- B. The CCCADA will recommend nominees to the COA Executive Director by February 15.
- C. The COA Board will review the nominations and appoint the athletic dean/director representatives to the MC at the spring COA/CCCAA convention. The term of office shall commence the following July 1 and end June 30 of the third year.
- D. Each athletic dean/director will be assigned to a specific sport and provide leadership and mentoring for the sport.
- E. The number of athletic deans/directors on the MC will reflect the increase/decrease of the number of CCCAA recognized sports.
- F. The following criteria will be used in priority order:
 1. The individual will be qualified and knowledgeable about the specific sport.
 2. The individual will have the ability to commit to an extended time period.
 3. A geographical balance shall be maintained within the MC.

- G. When a MC member does not complete the appointed term, the vacancy shall be filled using an accelerated timeline of the stated appointment process.
 - 1. The CCCADA Executive Board shall be responsible for the nomination of the athletic dean/director to fill the vacancy. The Executive Board shall receive input from the sport coaches association, and if appropriate, from the conferences.
 - 2. Article 4.4.1.D, E, and F shall be taken into account when filling midterm vacancies.
 - 3. The slate of nominees shall be presented to the COA Executive Director as soon as reasonable to facilitate a minimal lapse in MC membership.
 - 4. The COA Board will finalize the appointment at its earliest opportunity.
 - 5. The above process (1-4) shall be utilized whether the MC member asks to be released from the MC duties or the MC member is released due to a lack of MC member participation. (See Article 4.3.7.)
 - 6. The MC member filling the vacancy will be appointed for the duration of the term of the vacated position. If the resultant appointment duration is for eighteen (18) months or more, then that appointment will be considered a full term relative to term limitations. (See Article 4.3.2.) If less than eighteen (18) months, the person is eligible for two (2) consecutive terms.

4.4.2 Vice Presidents/Deans

- A. The two (2) vice presidents/deans shall be two (2) administrators responsible for athletics (non-athletic deans/directors). They will be nominated by their conferences. These administrators may represent any area of the college.
- B. The nominations shall be submitted to the COA Executive Director by February 15.
- C. The COA Board shall appoint the vice presidents/deans at the spring COA/CCCAA Convention.
- D. Terms of office shall commence July 1 and end June 30 of the third year.
- E. The COA Board shall ensure that the membership of the MC reflects the diversity of the California community colleges. Appointments shall be 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.

4.4.3 Administrators Responsible for Athletics

- A. The athletic administrators shall be nominated by the conferences, each conference shall nominate two (2) athletic administrators (one [1] man and one [1] woman non-athletic deans/directors) representing any area of the college deemed appropriate by the conference.

- B. The nominations shall be submitted to the COA Executive Director by February 15.
- C. The COA Board shall appoint the athletic administrators at the spring COA/CCCAA Convention.
- D. Terms of office shall commence July 1 and end June 30 of the third year.

4.4.4 CCCAA Affiliate Organization Representatives

- A. Each affiliate organization will nominate one (1) man and one (1) woman as its representative to the MC.
- B. Nominations shall be submitted to the COA Executive Director by February 15.
- C. The COA Board shall appoint one (1) representative of each of the designated CCCCAA affiliate organizations and two (2) representatives from the 4CA (one representing male sports, one representing female sports, one fall sport and one spring sport) at the spring COA/CCCAA convention.
- D. Each affiliate organization will continue to be self-organized under the provisions of the COA/CCCAA *Constitution and Bylaws* and with reporting lines to the CCCAA.
- E. Terms of office shall commence July 1 and end June 30 of the third year.

4.5 CCCAA MANAGEMENT COUNCIL COMMITTEES

4.5.1 Standing and ad hoc committees of the MC may be established. It is the responsibility of these committees to make recommendations to the COA Board, MC, conferences, and affiliate organizations.

4.5.2 Standing committees are those which are established to organize and administer the ongoing functions of the organization. The following standing committees report to the Management Council:

A. Postconference Competition Review Committee (PCRC)—Responsibilities:

- 1. Interpret the CCCAA postconference competition mission statement (Bylaw 6) of the COA as it relates to PC.
- 2. Initiate PC legislation as necessary in concert with the mission statement.
- 3. Review all proposed legislation which directly affects postconference competition prior to submission of that legislation to the field for consideration.

B. Competition Committee—Responsibilities:

- 1. Review governing rules and processes for CCCAA sport championship handbooks, rules of sport, season of sport, maximum number of contests and play-off structure and to pass on recommendations to the Management Council.

2. Oversight of pending operational legislation prior to submission of that legislation to the field for consideration. (*Adopted April 6, 2007; effective July 1, 2007.*)

C. Gender Equity Committee*

Areas of focus include, but are not limited to, providing leadership on gender equity issues through the development of programs and services that benefit CCCAA member colleges, providing oversight of the Gender Equity Self-Review Manual, serving as a resource and referral committee, and coordinating regular workshops and seminars on the topic of gender equity and diversity.

1. Shall provide leadership on gender equity issues.
2. Shall develop programs and services that benefit the COA member colleges.
3. Shall provide oversight of the Gender Equity Self-review Manual.
4. Shall serve as a resource and referral committee.
5. Shall coordinate regular workshops and seminars on gender equity and diversity.

**Effective October 19, 2007, the Gender Equity Committee became a standing committee of the Management Council.*

Ad hoc committees may be established as needed. 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.

