

# **ARTICLE II**

## **MANAGEMENT**

### **Section 1 - Duties of Officers**

#### 1.1 President

1.1.1 The President shall preside at all meetings of the League Athletic Board.

1.1.2 The President shall appoint the chairperson of standing committees and special committees as needed with the approval of the Athletic Board.

1.1.3 He/She shall be responsible to see that an agenda for each CVC meeting is prepared and distributed to member school at least one week prior to the meeting.

1.1.4 The President shall be authorized to transact necessary business of the league between meetings. (See Articles IV-V CVC Constitution)

#### 1.2 Vice-president

1.2.1 The vice president shall assume the duties of the President in the President's absence.

### **Section 2 - Duties of the League Commissioner**

2.1 To prepare agendas for meetings

2.2 To prepare and distribute minutes of all meetings

2.3 To maintain financial records

2.4 To interpret league and section by-laws.

2.5 To attend Sac-Joaquin Section Board of Managers meetings.

2.6 To have approved schedules distributed to schools.

2.7 To notify media of all-conference selections in various varsity sports.

2.8 To keep the constitution/by-laws updated.

2.9 To purchase, with the approval of the athletic board, all awards, banners, medals, ribbons and certificates.

2.10 To distribute all-conference awards/medals to each sport Coordinator prior to the completion of the sport's season.

2.11 To perform other duties as requested by the president.

2.12 The commissioner has the authority to make final and binding decisions on all matters relating to the league when an Athletic Board Meeting is not possible or when a decision must be made immediately.

*Revised: August 22, 2000*

### **Section 3 - Schools outside League**

3.1 Schools assigned to another league and desirous of competing in a CVC sport shall be assessed one hundred dollars (\$100.00) per sport each season. Any such agreement must be renewed each year.