

## ARTICLE IV

### Officers – Representatives – Committees - Duties

4.01 President. The President will serve as the Chief Executive Officer of the Conference.

A. The President shall call and preside over all Conference meetings.

B. The President shall serve as the presiding officer of the Executive Committee.

C. The term of office shall be for two fiscal years (July 1 to June 30), and rotated alphabetically among the member colleges. This term shall be served in the years following their terms as President-Elect. Each college shall designate the person who will serve as President.

D. The President and President-Elect shall be inducted at the conclusion of the last regularly scheduled meeting of the fiscal year prior to their years of service.

E. Voting representatives may name a designee in the absence of the President or President-Elect.

F. The rotation for the President's term shall be as follows:

College	Year	Year
Cypress	2003-04	2015-17
Fullerton	2004-05	2017-19
Golden West	2005-06	2019-21
Irvine Valley	2006-07	2021-23
Orange Coast	2007-08	2023-25
Riverside	2008-09	2025-27
Saddleback	2009-11	2027-29
Santa Ana	2011-13	2029-31
Santiago Canyon	2013-15	2031-33

4.02 President-Elect. The President-Elect will serve in various capacities, but primarily in the absence of the President.

A. The President-Elect shall call and preside over all Conference meetings in the absence of the President.

B. The President-Elect shall serve on the Executive Committee, and also serve as the presiding officer in the absence of the President.

C. The term of office shall be for two fiscal years (July 1 to June 30) and rotated alphabetically among the member colleges. This term shall be served in the years prior to their term as President (see chart for the President's term above). Each college will designate the person who will serve as President-Elect.

- D. The President and President Elect shall be inducted at the conclusion of the last regularly scheduled meeting of the fiscal year prior to their years of service.
- E. Voting representatives may name a designee in the absence of the President or President-Elect.

4.03 Commissioner's Office. The Commissioner shall serve as the Chief Operating Officer of the Conference at the will and direction of the member colleges.

- A. The Conference shall obtain the services of a Conference Commissioner under the policies as established in the COA Constitution.
- B. The Commissioner or a designee shall act as the Conference Secretary/Treasurer, and perform duties and other assignments as prescribed by the member colleges. These may include, but are not limited to:
  - 1) budget development;
  - 2) compilation of schedules;
  - 3) appointment of game officials and/or assigners;
  - 4) records maintenance;
  - 5) distribution of all approved materials;
  - 6) adherence to guidelines and practices as described in the Conference and CCCAA Constitutions;
  - 7) serve on the Executive Committee;
  - 8) act on injury/illness waivers as empowered by the CCCAA Constitution; and
  - 9) facilitate the implementation of and compliance with the CCCAA Constitution and Conference rules and regulations.
- C. The conference will appoint two conference administrative assistants.
  - 1) The administrative assistant for meetings will report to the Commissioner, take minutes at all conference meetings, and submit them for review by the Commissioner and member colleges.
  - 2) The administrative assistant for the website will report to the Commissioner and update all materials and information on oecSports.com, including constitutional and sports supplement changes.

4.04 Commissioner's Duties, Responsibilities and Term. The Commissioner shall perform duties and other assignments as prescribed by the member colleges. These may include, but are not limited to:

- A. Meetings. Attend meetings as called by the Orange Empire Conference, the CCCAA, and other Conference-approved agencies.
- B. Scheduling.

- 1) Coordinate with the Conference Sports Representatives in the preparation, approval, and management of schedules for all sports.
- 2) Distribute all approved schedules to Conference athletic directors.
- 3) Submit conflicts in schedules to the Conference President prior to resolution.
- 4) Approve schedule adjustments as permitted by the OEC and CCCAA Constitutions.

C. Officials.

- 1) Direct and supervise the appointment of officials by the Conference's Assignors of Officials.
- 2) The Assignors will maintain a master list of qualified officials and ratings as recommended by Conference coaches.

D. Finances. Submit financial statements for the current fiscal year and a proposed budget for the next fiscal year at the annual May meeting.

E. Media and Publicity. Direct and supervise the work of the administrative assistant for the website, and coordinate those efforts with member colleges' Sports Information Directors.

F. Perform other duties as may be assigned.

G. The Commissioner shall be hired on a year-to-year basis. The Commissioner's employment shall be reviewed annually as part of the May meeting.

4.05 Executive Committee. The Conference shall maintain an Executive Committee to manage decision making in special circumstances.

A. Members of this committee shall be:

- 1) President
- 2) Commissioner
- 3) President-Elect
- 4) The immediate Past President
- 5) One at-large member as selected by conference voting representatives.

B. Duties.

- 1) The committee shall be convened by the President to solve special or unique problems that cannot be resolved by either the President or Commissioner, and cannot wait for the next scheduled Conference meeting.
- 2) It shall have the power to act on behalf of the conference and shall promptly notify all Conference members of decisions made.
- 3) Appeal of its decisions may be made to the Conference's entire voting membership. An appeal may be filed with the President within two (2) days of receipt of the Executive Committee's decision.

- 4) Decisions reached by the Executive Committee shall be reported to the Conference representatives within one week of any meeting.

4.06 Conference Sports Representatives. The Conference shall appoint a Sport Representative for each sport. In conjunction with the Head Coaches, the Representative shall manage responsibilities as necessary for the Conference's operation of that sport.

- A. The Representative shall schedule, announce and manage a meeting of coaches following the last Conference contest at a site in the general proximity of one of the Conference colleges. A pre-season meeting may be held if deemed appropriate.
- B. Agenda items for a post-season coach's meeting shall include but are not limited to:
  - 1) An OEC competition schedule for the following year;
  - 2) Selection of the All-Conference team, Athlete of the Year and Coach of the Year for the current year;
  - 3) Supplement changes;
  - 4) Budget management (where applicable).
- C. Schedules shall be proposed based upon each sport's OEC Supplement.
  - 1) The Sport Representative and coaches shall propose a schedule that precludes competitions on a college's scheduled holidays when possible;
  - 2) The proposed schedule shall be submitted to the Commissioner at least ten days prior to the next regularly scheduled OEC meeting;
  - 3) The Commissioner shall provide the proposal to the voting representatives at least seven days prior to the next regularly scheduled OEC meeting;
  - 4) The voting representatives must ratify a proposed schedule by a majority vote of those attending the next OEC meeting.
- D. The Representative shall distribute All-Conference certificates, and notify the Commissioner and OEC statistician (where applicable) of the names and colleges of the Athlete of the Year and Coach of the Year.
- E. The Representative shall notify the Commissioner and OEC statistician (where applicable) of the results of Conference Championships.
- F. The Representative shall manage the sport's Supplement.
  - 1) The Representative and coaches may propose changes to the Supplement;
  - 2) Proposed changes shall be submitted to the Commissioner at least ten days prior to the next regularly scheduled OEC meeting;
  - 3) The Commissioner shall provide the proposal to the voting representatives at least seven days prior to the next regularly scheduled OEC meeting;

- 4) The voting representatives must ratify a proposed change by a majority vote of those attending the next OEC meeting.
  - 5) The Representative shall maintain a digital copy of the Supplement and provide a digital copy to the Commissioner and Conference webmaster as necessary.
- G. Approve the budget, if applicable, for the next year's Conference championships and submit it to the Conference at the next regularly scheduled Conference meeting.

4.07 Gender Equity Committee. The Conference shall maintain a gender equity committee composed of one member from each college. A Chair will be elected annually from among the Committee's membership. The Committee shall manage issues that may include, but are not limited to:

- A. Survey local colleges and high schools to identify current and planned individual and team sports.
- B. Review Conference colleges' yearly Gender Equity Disclosure Act Reports.
- C. Coordinate member colleges' SID's or PIO's to assist in image building efforts as related to gender equity.
- D. Familiarize Athletic Departments with materials available to assist their continuing efforts to promote gender equity.
- E. Review and maintain any necessary updates of the Conference Constitution for compliance with Gender Equity Guidelines.