

**BYLAWS  
OF  
CHALKLEY ATHLETIC ASSOCIATION**

**ARTICLE I – NAME AND LOCATION**

**1.1** - The name of this organization shall be “**CHALKLEY ATHLETIC ASSOCIATION**” hereafter shown and referred to as “CAA” herein.

**1.2** – The principal office of the Chalkley Athletic Association is located at Chalkley Elementary School at 3301 Turner Road Chesterfield, VA 23832. The Executive Board of CAA shall have full power and authority to select and change the principal office location of the CAA from one location to another so long as said principal office remains within the County of Chesterfield, and State of Virginia.

**ARTICLE II – PURPOSE**

**2.1** – The purpose of CAA is to offer and promote youth organized team sports in the Chalkley Community and surrounding Chesterfield County area.

**2.2** - To promote an organized Youth Sports Programs on a basis of team work, fair play and sportsmanship, which are required of all players, coaches and parents at all times.

**2.3** - To teach youth, through playing experience, the fundamentals skills to be successful in sports.

**2.4** - We also take into consideration the health, welfare and ability of each individual participant.

**2.5** – To work cooperatively with Chesterfield County Schools, Chesterfield County Parks and Recreation, and any other local municipal departments.

**ARTICLE III – MISSION & CORE VALUES**

**3.1** – The mission of CAA is to promote and advance youth sports for boys and girls within the Chalkley community and surrounding areas of Chesterfield County. The programs shall promote academics, discipline, leadership, fundamentals and good sportsmanship throughout all youth sports programs.

**3.2** - The core values of CAA are the following:

- a) **Dedication** – We are dedicated to the association, school, each other, our families and especially our children.
- b) **Equality** – To provide equal opportunities to all participants without regard to race, color, religion, gender, or national origin.
- c) **Sportsmanship** - We encourage good behavior towards each other, the school administration, coaches, game officials, the opposing team members, and visitors’ at all athletic events.
- d) **Excellence** - We strive continually to learn and improve processes so that we may achieve the highest results. We encourage going beyond normal expectations.

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- e) **Academics** – Putting academic success before athletics.
- f) **Integrity** - Acting with honesty and honor without compromising the truth
- g) **Diversity** – We embrace each other's differences so that we may enrich the well-being of everyone
- h) **Balance** - Taking a proactive stand to create and maintain a healthy school-athletic balance for children and parents.
- i) **Accountability** – Acknowledging and assuming responsibility for actions, decisions, and policies
- j) **Empowerment** – Encouraging children to take initiative and give the best. Adopting an error-embracing environment to empower children to lead and make decisions

**ARTICLE IV – PARTICIPATION & MEMBERSHIP**

**4.1** - CAA is not a membership based organization. The fees that are charged for our athletic programs do not have a membership fee included. There is no yearly fee to stay or become a member of CAA. Full payment for program fees makes you a member of CAA.

**4.2** – Members of CAA have no voting rights.

**4.3** We are a community based association that invests firmly in the youth of the community the ideals of good sportsmanship, teamwork, leadership, honesty, loyalty, courage and reverence by providing a well-supervised program of competitive athletics and associated events.

**4.4** – CAA offers sports programs to all boys and girls from the ages of 5 – 14 in the Chalkley community or surrounding area is eligible to play in our programs. Some individual programs have some restrictions and those rules will be followed.

**4.6** - CAA offers equal opportunities to all participants without regard to race, color, religion, gender, or national origin.

**ARTICLE V – GOVERNMENT**

**5.1** - Board members, coaches, or volunteers serve on a non-compensated basis.

**5.2** – The government of CAA shall be vested in the Executive Board. The Executive Board shall have general management and control of the business, property and affairs of CAA. The Executive Board shall decide on the policies and procedures affecting the general management of the Association. Since the Executive Board is charged with the responsibility of operating the Association on a day to day basis, appeals on decisions in this area are not permissible. The Executive Board shall have authority to act on behalf of the association in any meetings necessary.

**5.3** – The Operations Board shall have general management and control of their individual athletic programs of the Association. The Operations Board shall decide and follow all the policies and procedures affecting their individual athletic programs. The Operations Board will also make sure

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CAA policies and procedures are being followed. The Operations Board is voted on by the Executive Board of Directors.

**ARTICLE VI – EXECUTIVE BOARD**

**6.1** – The Executive Board shall consist of:

- A. President
- B. Vice-President
- C. Executive Assistant
- D. Athletic Director
- E. Treasurer
- F. Procurement Director
- G. Community Relations Director

**6.2** – All rules, regulations and changes to existing rules and regulations which control and operate CAA activities must be submitted to the Executive Board for approval.

**6.3** – All Executive Board members must have and maintain a current Chesterfield County Background card. They can serve the organization in additional capacities as deemed necessary.

**6.4** - CAA expects all Board Members to exhibit a high standard of character, moral and ethical standards and to observe all published rules and regulations of CAA Codes of Conduct as well as those of the Chesterfield County Department of Parks and Recreation and the Chesterfield County School Board.

**ARTICLE VII – OPERATIONS BOARD**

**7.1** – The Operations Board shall consist:

- A. Football Commissioner
- B. Basketball Commissioner
- C. Cheer Commissioner
- D. Concession Manager
- E. Membership Commissioner
- F. School Representative
- G. Community & Volunteer Director

**7.2** - The management of the athletic programs of the Association shall be vested in the Operations Board. The Operations Board shall decide and follow all the policies and procedures affecting their individual athletic programs. The general management of the Athletic programs is the responsibility of the Operations Board.

**7.3** - The Operations Board is voted on by the Executive Board. The Executive Board has the right to remove or fill any vacancies on the Operations Board. All Board members can serve the organization in additional capacities as deemed necessary.

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7.4 - All Operations Board members shall be held to the highest ethical and moral standards and must pass a background check from Chesterfield County Parks and Recreation. They can serve the organization in additional capacities as deemed necessary.

7.5 – Operations Board personnel must be of unquestionable moral character. Any personnel found to be in violation of stated rules are subject to disciplinary action rendered by CAA Executive Board up to and including expulsion from CAA. The Executive Board will rule on the merits of each individual case.

**ARTICLE VIII – DUTIES OF EXECUTIVE BOARD MEMBERS**

**8.1 - President**

The president shall:

- a. The chief executive charged with the overall administrative functions of CAA.
- b. Be responsible for scheduling and overseeing meetings.
- c. Investigate the circumstances involved in the removal of a member that has displayed improper conduct from a game or practice as described by the constitution of CAA or its affiliated governing bodies.
- d. Act as final authority on interpretation of rules.
- e. Coordinate all operations of CAA.
- f. Provide resources and support for all other areas of CAA.
- g. Sign all written contracts approved by the Executive Board of CAA on behalf of CAA.
- h. Coordinate the work of the Executive Board Members and committee members in order that the purposes of the organization may be promoted.
- i. Perform such duties as assigned by the Executive Board of CAA as implied by the bylaws on behalf of CAA.
- j. Serve as, or delegate to a member of the Executive Board, the liaison role between CAA, Chalkley Elementary School, Chesterfield County Parks and Recreation and any other municipal entity as needed.
- k. Oversee in conjunction with the appropriate Sports Commissioner the process of obtaining background checks on all prospective CAA Board members, Committee Members and Coaching Candidates.
- l. Take prudent and reasonable action in circumstances not covered.
- m. Perform any other duties as assigned by the Board.

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**8.2 - Vice President**

The vice president shall:

- a. Responsible for registration of all participants.
- b. Recommend any changes to this constitution or bylaws.
- c. Perform any other duties as assigned by the President or the Board.
- d. Act as aide to the president and shall perform the duties of the president in the absence or inability of that officer to act.
- e. Have such other powers and perform such other duties from time to time as may be prescribed by the president or by The Executive Board.
- f. Communicate to CAA parents and coaches all public CAA meetings and special events.
- g. Serve as, or delegate to a member of the Executive Board, the liaison role between CAA, Chalkley Elementary School, Chesterfield County Parks and Recreation and any other municipal entity as needed.
- h. Create all school flyers, marketing materials and registration forms. All marketing material will have to be approved by the Executive Board and Chesterfield County Parks and Recreation prior to printing and distribution to individual schools.

**8.3 - Executive Assistant**

The Executive Assistant shall:

- a. Keep an accurate record of the proceedings of all meetings of The Executive Board.
- b. Record all voting of expenditures in the minutes.
- c. Prepare and disseminate minutes of the meetings to appropriate administrative staff, athletic director and board members at the following meeting of the Executive Board.
- d. Prepare an agenda for all meetings of CAA.
- e. Shall keep a current copy of the Bylaws.
- f. Be responsible for the preparation and counting of any necessary ballots.
- g. Shall send correspondence deemed necessary by the president and The Executive Board.
- h. Perform such other duties as may be delegated to the Executive Assistant.
- i. Check the post office box in Chalkley Elementary School on a weekly basis.
- j. Publicize through whatever means possible the activities of the CAA.
- k. Maintain CAA contact list for all sports.

**8.4 - Treasurer**

The treasurer shall:

- a. Receive monies of CAA, keeping an accurate record thereof and shall deposit them in the name of CAA in a bank(s) or credit union(s) approved by The Executive Board.
- b. Pay all bills as authorized by The Board.

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- c. Maintain the signing authority of all CAA accounts. The Treasurer and President will be the individually authorized signors on all accounts.
- d. Keep an accurate record of all receipts and disbursements which is a permanent record of CAA. All other financial records must be retained for seven years, including the current year.
- e. Present a statement of accounting at every meeting of CAA and when otherwise requested by a board member.
- f. Make an annual financial report in December to The Executive Board which includes gross receipts and disbursements for the previous year.
- g. Perform any other duties as assigned by the Executive Board.
- h. Oversee in conjunction with the Procurement Director all equipment ordered for all sports programs
- I. File all necessary taxes with the IRS and the State of Virginia as required by law.

**8.5 – Athletic Director**

The Athletic Director shall:

- a. Be responsible for the overall management of sport coaches, commissioners, and equipment management operations for all sporting events.
- b. Be responsible for resolving coaching, parent and/or fan disputes.
- c. Work with individual sports commissioners on scheduling practices and scrimmages.
- d. Be responsible for all activities relative to Boys and Girls athletics.
- e. Shall work in conjunction with the sports commissioner to recommend coaches for athletic programs.
- f. Shall appoint all coaches after approval from the Executive Board. Coaches in good standing with CAA and Chesterfield County shall have first opportunity to return as coaches the following year.
- g. Overseer of the sports commissioners and coaches.
- h. Ability to restructure coaching staffs and commissioners in the event the need arises.
- i. Submit a program update report to CAA at the meetings.
- j. Has the right to suspend or terminate a coach or commissioner that does not abide by the coaches code of conduct or display any conduct that would be detrimental to athletes, team or CAA.

**8.6 – Procurement Director**

The Procurement Director shall:

- a. Order, distribute, store, return, and inventory all equipment owned by CAA
- b. Maintain accurate records on issued equipment such as a roster of distribution
- c. Shall obtain price quotes in coordination with Commissioner of said sport.
- d. Purchase and distribute equipment as authorized by the Board of Directors
- e. Coordinate with various sports commissioners to assure equipment needed for sports are purchased prior to start of season.
- f. Perform other duties relative to the office as may be authorized by the President and/or Board.

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- g. Ensure the repair or disposal of damaged or obsolete equipment.
- h. Evaluate all equipment and determine what equipment needs to be replaced for the upcoming season.
- i. Submit all bids to Executive Board for approval.

**8.7 – Community Relations Director**

The Community Relations Director shall:

- a. Plan, implement and analyze public relations and marketing strategies to advance CAA mission and goals.
- b. Coordinate events, volunteers and community outreach programs.
- c. Research companies and organizations for possible partnerships
- d. Assist with special projects as needed.
- e. Create and maintain the official fundraising activity calendar for CAA and all individual sports.
- f. Plan, organize, administer, monitor, evaluate and report on community relations activities
- g. Participate in the implementation of sustainable development projects within the communities
- h. Schedule, record and approve all the fundraising activities submitted by the sport specific commissioners.
- i. Provide a summary of the upcoming fundraising activities at the monthly meeting of CAA
- j. Manage and coordinate all special events and fundraising activities after Executive Board approval.

**8.8 - Resignation or Termination**

- a. In case of resignation or termination the board member, shall turn over to the president, and/or successor, without delay, all records, books, or other materials pertaining to the office and shall return to the treasurer, without delay, all funds belonging to CAA.
- b. In the event that a board member fails to perform the prescribed duties of the office, or, if deemed to be in the best interest of CAA, The Board, by majority vote, may declare the office vacant and appoint a replacement.
- c. In an event that a board member decides to resign the resignation must be submitted to the President and Vice President in writing. The resignation can be in a written letter or via email.

**ARTICLE IX – DUTIES OF OPERATIONS BOARD MEMBERS**

**9.1 – Sports Commissioners (Cheer, Football, Basketball)**

The commissioners shall:

- a. Commissioners shall be responsible for the overall supervision of their individual sport.

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- b. Work in conjunction with Procurement Director to create and maintain a budget per season by collecting competitive bids from quality vendors and accounting for all expected expenses.
- c. Scheduling dates, times, locations and gathering materials for registration.
- d. Each commissioner along with Procurement Director will be responsible for the distribution of equipment/uniforms to their respective sport specific coaches. An inventory of all equipment must be taken at distribution and a log must be kept showing what the commissioner received.
- e. Attend pre-season rules and code of conduct meeting run by your individual sport.
- f. Each commissioner will be responsible for holding their sport specific coaches accountable for their duties and coaches code of conduct.
- g. Each commissioner will communicate frequently and honestly with their sport specific coaches on all business affairs related to their sport.
- h. Work in conjunction with Athletic Director to oversee practice schedules and practices.
- i. Attend monthly board meetings for both the Executive Board and individual sport meetings.
- j. Prepare to give a report on your sport as to any issues, praises, progress, etc.
- k. All Sports Commissioners report directly to the Athletic Director.
- l. Support the goals of CAA by your actions, attitude and service.
- m. Uphold all CAA bylaws, policies and procedures. Commissioners should always lead by example

**9.2 - Assistant Commissioners**

The Assistant Commissioners shall:

- a. Act as aide to the sports commissioners and shall perform the duties of the sports commissioner in the absence or inability of that director to act.

**9.3 – School Representative**

The School Representative shall:

- a. Act as a liaison between Chalkley Elementary School and CAA.
- b. Assist in the recruitment of future participants into CAA
- c. Notify CAA of any school wide events.

**9.4 – Community & Volunteer Coordinator**

The Community & Volunteer Director shall:

- a. Coordinate with the school activities calendar.
- b. Help with recruiting of parent volunteers for all necessary projects such as concessions, special events, etc.
- c. Work in conjunction with Chalkley Elementary School and PTA
- d. Create monthly newsletter to be distributed to Chalkley Elementary School
- e. Work with Community Relations Director to establish volunteer schedules and list of events.

**9.5 – Concessions Director**

The Concessions Director shall:



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- a. Complete oversight and operation of concession stand
- b. Open the stand 1 hr before the first game by getting things started for volunteers.
- c. Maintain complete and accurate inventories
- d. Supervises setup and breakdown of stand
- e. Closing the stand at the end of the last game, cleaning the stand, including any cooking machines, at the end of each day; leftover food will be put away, stored or thrown away as needed.
- f. Supervises the production of all menu items
- g. Services our fans when necessary
- h. Oversees all cleanliness and sanitation of stand
- i. Trains and supervises all stand employees on proper food handling.
- j. Supervises and assists volunteers in the setup of concession stand
- k. Supervises and assists all volunteers in the preparation of all menu items, consistency being of the utmost importance
- l. Able to provide help and guidance when needed
- m. Acquire / search out volunteers by working with Community & Volunteer Director to fill the schedule.
- n. Schedule or appoint volunteers to staff the stand
- o. Restock concession stand prior to next weekends' games.
- p. Acquire food safety certification that is required by Chesterfield County.

**9.6 – Membership Director**

The Membership Director shall:

- a. Work with each sport director to setup dates and time for sports registrations.
- b. Coordinate all registration functions
- c. Collect payments and assist with registration process online and in person.
- d. Contact businesses and find locations to setup recruiting opportunities.
- e. Develop and implement a comprehensive plan to improve membership retention and stimulate membership growth, including direct mail campaigns; use of social media; website content and development; working with members to assist in recruitment efforts; creating promotional materials; and analyzing results.
- f. Identify new groups of member prospects and developing new approaches to reach them; and research and analyze membership needs through the development and implementation of programs for new and expanded services.

**9.7 – Expiration of Term, Resignation or Termination**

- a. Each officer in case of resignation or termination shall turn over to the Athletic Director or Sports Commissioner and/or successor, without delay, all records, books, or other materials pertaining to the office and shall return to the treasurer, without delay, any funds belonging to CAA.
- b. In the event that a Sports Director fails to perform the prescribed duties of the office, or, if deemed to be in the best interest of CAA, The Athletic Director may declare the position vacant and appoint a replacement to finish out the elected term.

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- c. In an event that a board member decides to resign the resignation must be submitted to the Athletic Director, President or Vice President in writing. The resignation can be in a written letter or via email.
- d. If the Athletic Director deems any Sports Directors actions or conduct is detrimental to CAA or to a team the athletic director may suspend the member and/ or remove the board member.
- e. If the Athletic Director deems any board members actions of language to be threaten to a participant or parent the Athletic Director may suspend the member and/ or remove the board member from the position.
- f. The Athletic Director reserves the right to restructure any coaching staffs or teams.

**ARTICLE X - VACANCIES**

**10.1** - Any vacancy occurring in the Executive or Operations Board shall be filled by the Executive Board with a 2/3 vote of a quorum of required for approval. No person can be appointed by the Executive Board to fill a vacancy without a Chesterfield Background check being completed and approved.

**ARTICLE XI – MEETINGS**

**11.1 – Meetings**

The Executive Board of CAA will meet once per month at a location and time designated by the Executive Board. The Executive Board has the right to cancel or change meeting dates, times and locations. Notice of these meetings will be posted on CAA’S website at least seven (7) days prior to the meeting. The Operations Board CAA will meet once per month at a location and time designated by the Executive Board. All the Board meetings are open to the public.

**11.2 – Special or Emergency Board Meetings**

Special or Emergency meetings can be called at the request of the President or Vice President of CAA. These meetings may or may not be open to the public.

**11.3 - Quorum for General Meetings**

- a. At general meetings, all executive board members may vote by voice as directed by the presiding President or Vice President.
- b. A quorum of Executive Board Members shall be at least 2/3 of all Executive Board members A simple majority is required for an issue to pass or fail.

**11.4 - Special Action**

For situations requiring board action that occur where there is not time to hold a special meeting, the President may call for a vote via email on an issue. In this instance, a majority of the executive board must vote affirmatively for the action to be declared passed.

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**11.5 - Annual Meeting**

The annual CAA meeting shall be held in March or April in and shall be open to the public. Notice of this meeting will be posted on CAA'S website at least fourteen (14) days prior to the meeting.

**11.6 – Annual Meeting Participation**

Any resident of the Chalkley Community or Chesterfield County resident, present at the meeting, shall be allowed to address the Executive Board on any matter identified on the meeting agenda. However, the presiding officer, or designee shall be allowed to limit the length of time allotted for discussion on a topic.

**ARTICLE XII– NOMINATION AND ELECTIONS OF OFFICERS**

**12.1 - Nomination and Selection**

- a. Only those persons who are eligible and who have signified their consent to serve, if selected, shall be nominated for or selected to office. CAA Volunteer form must be submitted online and background check must be completed by Chesterfield County before you can be nominated or selected. Any candidate that has an unfavorable background check will be disqualified immediately.
- b. The Operations Board shall be elected by simple majority vote of the Executive Board. All Executive Board Members may choose to vote electronically via e-mail or in person at the election meeting. For an electronic vote to be valid, the voting member must inform the President and Vice President of the current Executive Board of their intent to submit an electronic vote at least 24 hours prior to the scheduled election. The ballot must be submitted directly to the President and Vice President of the current Executive Board.
- c. The Executive Board has the right to select by a majority vote any vacant board of director position.
- d. Athletic Director will submit commissioner and head coach candidates to the Executive Board.
- e. Commissioners, Head Coaches and Community & Volunteer Coordinator are voted on and appointed by the Executive Board.
- f. The Athletic Director will do an evaluation of each commissioner and coaching staff periodically.
- g. A vacancy occurring in any position shall be filled by a person appointed by a simple majority vote of the Executive Board of CAA.
- h. All Assistant Commissioners and Assistant Coaches must also submit to a Chesterfield County background check. Any candidate that has an unfavorable background check will be disqualified immediately.
- i. The School Spokesman is exempt from the requirements of nomination and selection.
- j. The Chesterfield County Background check must be completed before attempting to apply for a position on Board of Directors or any coach.
- k. All coaches must obtain all certifications needed prior to the season starting to be eligible to coach the sport.

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**ARTICLE XIII – CAA GENERAL RULES**

**13.1** - A spirit of good sportsmanship should prevail during and after the game for all players, coaches, and fans. Issues or complaints should be addressed to the Head Coach or appropriate Commissioner. If unresolved at that level, the issue or complaint may be submitted to the Athletic Director. If unresolved at that level the issue or complaint will be submitted to the Executive Board. A decision made by a Commissioner may be appealed to the Executive Board. Only the Head Coach can report violations pertaining to a game in progress. Player participation rules, as specified by the appropriate sport will be enforced. Players will pay all pre/post season registration and tournament fees and expenses, prior to being eligible to participate.

**ARTICLE XIV - DISCIPLINARY GUIDELINES & VIOLATIONS**

**14.1** - Any person witnessing misconduct from any CAA parent, coach, board member or spectator during any CAA event, should report the incident directly to the Executive Board.

**14.2** - If any adult associated with CAA is found guilty of misconduct in any way, such as fighting, intoxication, using abusive language, etc. at games or practice sites, the Executive Board will take immediate action. The Executive Board for CAA will not tolerate any violation of these guidelines.

**14.3** - Any coach failing to fulfill their duties as coach, fail to support the goals of CAA, or conduct themselves in a manner detrimental to the welfare of the kids they coach or that is detrimental to the image of CAA, will be subject up to but not limited to probation, suspension and/or termination.

**14.4** - The Executive Board reserves the right on a case by case basis to determine the punishment for any violation outlined above or any conduct deemed unsportsmanlike.

**14.5** - Any punishment given for any violation will be voted on by the Executive Board and notification of the results in writing will be provided. If an individual wishes to appeal their punishment, they will do so in front of the entire Executive Board at the next scheduled monthly meeting. The individual that wants to appeal must submit the appeal one week prior to the next scheduled board meeting.

**14.6** - Any parent failing to comply with the parent code of conduct will be banned from all Chesterfield County youth sporting events and CAA events for one year. The parent will be notified in writing. Chesterfield County Parks and Recreation will be notified of the parent being banned from sporting events in writing.

**14.7** - Any coach failing to comply with the coaches code of conduct can be suspended, reassigned, banned and/or terminated from CAA. The coach will be notified in writing. Chesterfield County Parks and Recreation will be notified of any coach that is banned from sporting events in writing.

**14.8** - The Executive Board has the authority to suspend a Coach and/or Board member for infractions of the rules or for any other action that is deemed detrimental to the Association. The individual(s) will be notified of the infraction or action that is reported to the Executive Board

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by the President. They may request a formal hearing before the Executive Board prior to a decision being rendered. It is their responsibility to meet with the Executive Board at a time and location designated by the President. Action by the Executive Board is not subject to appeal.

**14.9** - Any member of the Executive Board or Board of Directors, who is reported for inappropriate action or misconduct, will be subject to a formal hearing before the Executive Board and Operations Board at the discretion of the Executive Board. Should the Executive Board decide to suspend or dismiss one of the Boards's members, the member will be notified in writing within 14 business days.

**14.10** - CAA will follow all rules and regulations defined by each individual sport. CAA also reserves the right to take disciplinary action if it deems necessary.

**4.11** – Any Coach or Commissioner that is fined by the individual sport for violation of rules will have to pay the fine. CAA is will not pay any fines associated with any rule violations.

**14.12** – Refer to Coaches, Parent, and Athlete, code of conduct rules.

**ARTICLE XVI – AMENDMENT OF BYLAWS**

**16.1** - Bylaw changes may be proposed at any time by a member of the Executive Board of CAA and must be submitted to the Board for consideration. Bylaw amendments will require a simple majority vote of all Executive Board members present for the special meeting.

**16.2** - Bylaw changes will be posted for 30 days on the CAA website after they have been approved by a simple majority vote of Board of Directors. Once the 30 day period has expired, the amended bylaw will immediately supersede the original bylaw it is replacing