

# CIF/CENTRAL COAST SECTION

## 2010-2011 CCS BYLAWS

Changes made during the 2009-2010 school year are *italicized*

### ARTICLE I Duties of Officers

<b>Section 1 PRESIDENT</b>	<b>Section 2 VICE PRESIDENT</b>	<b>Section 3 PAST PRESIDENT</b>
<b>Section 4 COMMISSIONER</b>	<b>Section 5 ASSISTANT COMMISSIONER</b>	

#### Section 1 PRESIDENT

The President shall preside at all meetings of the Board of Managers but shall have no vote except in the case of a tie. The President shall appoint all committees and shall perform such duties as are usually required of a presiding officer.

#### Section 2 VICE PRESIDENT

- A. The Vice-President shall assume the duties and the powers of the President in the absence of that officer and shall serve the remainder of the President's term should the President be impaired in a way that prevents him/her from performing such duties.
- B. The Vice-President shall be responsible for the development of the annual CCS budget
- C. The Vice-President shall be a member of the Board of Managers and shall have one vote.

#### Section 3 PAST PRESIDENT

The Past President shall be a member of the Board of Managers and shall have one vote.

#### Section 4 COMMISSIONER

- A. The Commissioner shall assume the duties of the Treasurer and shall keep a complete record of all business at each meeting of the Board of Managers; carry on all official correspondence and perform such other duties as usually devolve upon such an officer
- B. The Commissioner shall receive and take charge of all money and deposit the same in a bank designated by the President and to have charge of all trophies, emblems, and other property belonging to the Section. The Commissioner shall approve all bills of the Section for payment immediately after they have been received. The bookkeeper or office manager shall pay approved bills by drawing a check on the bank deposit. Two signatures are required on all checks. Approved signees are the Commissioner, Assistant Commissioner and Events Coordinator(s).
- C. At each meeting of the Board of Managers, the Commissioner shall submit a written report showing receipts and disbursements since the last report and the bank balance on hand. The Commissioner shall present an annual review by a CPA selected by the Executive Committee. Said review shall be submitted to the Board of Managers no later than the second meeting of the following year.
- D. The CCS Commissioner is responsible for the daily operation of the business of the section as outlined by the CCS Constitution, Bylaws, Policies and other official documents established by the Board of Managers of the CCS.
- E. The CCS Commissioner shall have authority to interpret, administer and apply all issues addressed in the CCS Constitution, Bylaws, Policies and other official documents established by the Board of Managers of the CCS. All such interpretations, administration and applications are subject to review by the CCS Executive Committee and Board of Managers at any time.
- F. The CCS Commissioner shall have the authority to interpret, administer and apply all issues addressed in the CIF Constitution, Bylaws, Policies and other official CIF documents in conjunction with the CIF Executive Director whenever necessary. All such interpretations, administration and applications are subject to review by the CCS Executive Committee and Board of Managers at any time.

#### Section 5 ASSISTANT COMMISSIONER

The Assistant Commissioners, as appointed by the CCS Commissioner, shall assume the duties of the Secretary and shall keep a complete record of all business at each meeting of the Board of Managers, Executive Committee, ADAC, and League Commissioners and perform such other duties as usually devolve upon such an officer.