

SAMPLE

NAIA Affiliated Conference
Constitution and Bylaws

NAIA Affiliated Conference Sample Constitution and Bylaws

Introduction

The enclosed document has been developed to serve as a guide for NAIA conference administrators as they create or revise their conferences' governing documents. The document is organized in a manner consistent with existing governing documents of selected NAIA affiliated conferences and contains selections from those conferences' governing documents.

New NAIA standards related to conference governance and operations will require modifications to most conferences' governing documents. Standards required by NAIA legislation are noted in the text. Otherwise, each affiliated conference retains the autonomy to organize its governing documents in a manner deemed appropriate.

Other items related to the enclosed document:

- NAIA required standards include a reference to the applicable NAIA Bylaws article and are denoted by italicized and underlined text. The majority of these standards will be effective August 1, 2009, but each conference will not be required to submit its governing documents for review until May 2010.
- Sample language from existing NAIA conferences is provided for purposes of illustration only.
- Some conferences include sport guidelines and other conference policies in their governing documents, while others have developed separate documents for this purpose. This document does not include such guidelines.

SAMPLE
NAIA Affiliated Conference Constitution

I. Name

Appalachian Athletic Conference - The name of this organization shall be the Appalachian Athletic Conference (AAC) (hereafter, the Conference). It is an affiliated conference within the National Association of Intercollegiate Athletics (NAIA). The Conference is a tax-exempt corporation under Internal Revenue Service Code 501(c)(3).

The Sun Conference - The name of this organization shall be The Sun Conference, hereinafter referred to as the TSC or the Conference.

II. Mission / Statement of Purpose

Golden State Athletic Conference - The purpose of the GSAC is to provide its member institutions the benefits of an intercollegiate athletics conference, namely:

1. To promote wholesome competition among similar institutions, this provides for rivalries and championships
2. To encourage common relationships for the colleges and their various constituencies
3. To promote equal competition through agreed upon conference standards
4. To enhance the competition for greater media and public exposure
5. To promote the development of intercollegiate athletics as an integral part of the curricula of the member institutions
6. To collect, disseminate and preserve conference, individual and team records

Great Plains Athletic Conference - The purpose of the organization shall be the mutual promotion and supervision of intercollegiate athletics consistent with the dignity and high purpose of Christian higher education.

III. Membership

A. List Current Members

B. Membership Requirements

Great Plains Athletic Conference - A member must be a 501(c)(3) four year, faith-based, institution of higher learning. Participation in all approved conference sports is encouraged. For membership in the Conference, an institution is required to offer the following sports. For men: cross country, basketball, baseball, track & field, and football or soccer. For women: cross country, basketball, softball, track & field, and volleyball or soccer.

The Sun Conference - Membership in the TSC shall be limited to four-year colleges and universities that are members of the National Association of Intercollegiate Athletics (NAIA). Applying institutions should be committed to enhancing educational and character values through intercollegiate athletics.

Membership is based on mutual trust and respect among member institutions dedicated to the education of men and women.

The Conference shall offer classifications of membership known as “One Sport” and “Associate” memberships. Members and Associate members are required to have an identified Athletics Director and Sports Information Director (SID). The SID is required to perform the duties as outline by the Sports Information Directors Conference Bylaws.

Member institutions and institutions being considered for The Sun Conference membership must sponsor teams in at least 50% of conference-sponsored sports to be considered full members. Additionally, as a condition of membership, institutions may be required to add conference-sponsored sports within a set period of time.

Member institutions must submit the following information to the commissioner’s office annually. Institutions under consideration for conference membership shall submit the following information upon application to the Conference:

1. Operational budgets for each sport
2. Grant-in-aid amounts for each sport
3. Athletics department staffing

C. Membership Application And Approval Process

NAIA Standard (Bylaws-Article I, Section T, Item 15) -Governing documents of an affiliated conference shall include a clearly defined application and approval process for conference membership. (Effective May 2010)

American Midwest Conference - New members will be added to the Conference based on the following guidelines:

1. Must be a four-year institution
2. Must sponsor at least six conference sports. Exceptions may be made at the discretion of the Executive Committee.
3. Must submit a letter of application, copy of athletics philosophy, five-year enrollment breakdown, sports offered, time and distance from all schools in the conference, and athletics department breakdown by position to the conference commissioner
4. Must submit a \$250 application fee
5. A seventy-five percent (3/4) recommendation by members of the AMC Executive Committee to the presidents of the AMC
6. A seventy-five percent (3/4) approval of the AMC presidents

Appalachian Athletic Conference - Qualified institutions may make application for membership in writing to the commissioner no later than 120 days prior to the Council of Presidents annual meeting. The Executive Committee shall schedule a visit to the applicant consisting of representatives from member institutions to evaluate facilities and programs. The recommendation for membership of the visiting committee shall be presented at the meeting along with a presentation by the applicant, if desired. Election shall be by three-fourths of the members in good standing.

Upon payment of annual dues, the new member shall have full privileges and requirements of membership.

D. Withdrawal

Appalachian Athletic Conference - Institutions that decide to drop conference membership must notify the commissioner in writing of their intention by the date of the Council of Presidents meeting prior to the start of their last academic year as a member in order to be eligible for postseason competition.

Golden State Athletic Conference - Institutions may be terminated or suspended by a two-thirds (2/3) vote of all members. Membership is voluntary and an institution desiring to withdraw membership is requested to inform the Executive Committee one (1) year in advance. When a member institution decides to join another conference, the date of the decision by that institution will mark the final date of membership in the Golden State Athletic Conference.

1. Schools not finishing the year as GSAC members will complete their regularly scheduled events.
2. The GSAC Executive Committee must be notified within ten days of a GSAC member making inquiry to another conference.

The Sun Conference - Any member may withdraw from the TSC by giving written notice to all other members at least one (1) year in advance of the intended time of withdrawal or face a \$5,000.00 fine.

E. Termination

Kansas Collegiate Athletic Conference - Termination of membership requires a two-thirds vote of the Board of Presidents. Board members will be provided a minimum of 30 days notice of such a vote. Usually, the commissioner will have the Governing Council conduct necessary and appropriate study, review the findings, and prepare a recommendation for action by the Board of Presidents.

Midwest Collegiate Conference - The Conference shall have power to drop any institution from membership by two-thirds (67%) vote of the total membership of the COP.

The Sun Conference - Any member may be dropped from membership by unanimous vote of the other members of the Council of Presidents but only after due notice and appropriate hearings.

IV. Governance

Council of Presidents [duties are typically listed in the Bylaws]

NAIA Standard (Bylaws-Article I, Section T, Item 2)-*Governing documents of an affiliated conference shall require that final authority for the operations of the conference reside with a formal body (e.g., Conference Council of Presidents) composed of institutional chief executive officers within the conference.*

Kansas Collegiate Athletic Conference - Consistent with the beliefs stated in Article II, the Conference is governed by the Board of Presidents, comprised of the chief executive officer of each institution. The Board has ultimate responsibility for the operation of the Conference.

Appalachian Athletic Conference - The business and the affairs of the Conference shall be managed by a Board of Directors consisting of the chief executive officers of the member institutions or their designated representatives known herein as the Council of Presidents.

Council of Athletics Directors [duties are typically listed in the Bylaws]

The Sun Conference - Each president may appoint a representative, typically the athletics director, to form the TSC Council of Athletics Directors (COAD). The TSC commissioner serves as liaison between the Council of Presidents and the Council of Athletics Directors.

V. Conference Administration

A. Conference Officers [Duties are typically listed in the bylaws]

Golden State Athletic Conference - The officers of the Conference shall consist of a president/ commissioner, vice chair, secretary and treasurer.

1. The offices of president/commissioner and vice chair shall be elected every two years.
2. The offices of secretary and treasurer shall be appointed by the Executive Committee.
3. Officers shall take office June 1 annually.

The president/commissioner shall preside at all regular and special meetings of the Executive Committee. In the absence of the president/commissioner, the vice chair shall take his/her place and perform his/her duties.

The president/commissioner is empowered to appoint any special committees, including its chairperson, he/she deems necessary and proper upon approval of the Executive Committee.

Midwest Collegiate Conference - The officers of the Conference are a president, a vice-president, and a secretary/treasurer, who shall each perform the customary duties of such offices. The president shall be the chair of the Council of Presidents, the vice-president shall be the chair of the Athletics Directors Council and the secretary/treasurer shall be the commissioner.

B. Conference Commissioner [Duties are typically listed in the Bylaws]

NAIA Standard (Bylaws-Article I, Section T, Item 6) – *An affiliated conference shall employ a commissioner to provide effective leadership and administrative support to the conference, and may employ other professional staff determined by the conference necessary to ensure adherence to NAIA standards. The commissioner shall not be concurrently employed by any conference member institution.*

NOTE: *Affiliated conferences not fully in compliance with this criterion when it takes effect will be required to submit a specific plan and timetable by which the conference will fulfill the provisions.*

Midwest Collegiate Conference - The Conference shall employ a commissioner who shall make reports, operate the officiating program, gather and keep statistics and other data, and otherwise administer and manage the affairs of the Conference as directed. The specific duties of the commissioner shall be set forth in the MCC Bylaws.

VI. Meetings

A. Frequency of Meetings

Council of Presidents

NAIA Standard (Bylaws-Article I, Section T, Item 5) - *Presidents shall exercise authority in matters under their direct control by convening at least one meeting annually, in which votes may be exercised only by presidents in attendance. Note: No conference samples meeting this standard were identified.*

Council of Athletics Directors

NAIA Standard (National Administrative Council Policy) – *[Each affiliated conference] must conduct at least two in-person meetings of conference athletics administrators annually.*

The Sun Conference - The Council of Athletics Directors shall annually hold two (2) regularly scheduled meetings – one in the fall and the other in the spring. The president/commissioner may call a special meeting at any time with two weeks notice.

B. Voting Procedures

Golden State Athletic Conference - A quorum shall consist of a majority of the regular members of the Executive Committee.

Kansas Collegiate Athletic Conference - A majority of Governing Council members (a minimum of 11) is required to constitute a quorum. Each member institution shall be entitled to two votes, unless stipulated otherwise in the constitution or bylaws, however, only members present may vote.

C. Rules

Kansas Collegiate Athletic Conference - At meetings of the Governing Council of the Conference, Robert's Rules of Order, newly revised, will be followed unless altered by the constitution or bylaws.

VII. Amendments

American Midwest Conference - Amendments to this constitution may be made only at a regular meeting of the Conference by a two-thirds (2/3) vote of the conference membership. Proposed amendments must be submitted in writing to the commissioner and/or president not less than twenty (20) days prior to the date of a regular meeting. The commissioner and/or president shall transmit to each

member a copy of such proposed amendment not less than fifteen (15) days prior to the date of the meeting at which the proposal is to be considered.

Amendments approved as stated above will then be submitted to the Council of Presidents for their approval by a two-thirds (2/3) vote.

The commissioner and/or president shall inform the NAIA national office in writing of any changes in the constitution and provide them with an updated copy within ten (10) working days of the meeting at which they were adopted.

The Sun Conference - This constitution can be amended with 2/3 approval of the TSC Council of Presidents. Any approved amendment to the constitution become effective immediately unless otherwise noted.

VIII. Financial

A. Annual Budget

Kansas Collegiate Athletic Conference - The commissioner will prepare an annual budget for approval of the Governing Council and the Board of Presidents at the fall meeting. This should include any proposals to increase supervisor or officials fees for the following year.

B. Membership Dues

Kansas Collegiate Athletic Conference - The fee for admission to the Conference shall be \$1,000 plus the annual dues for the current year. A recommendation for the annual dues for each academic year shall be prepared by the Governing Council at its fall meeting and forwarded to the Board of Presidents. The recommendation will set forth the annual dues for the subsequent academic year. Dues payments must be received by September 15 to remain in good standing.

Appalachian Athletic Conference

1. The annual institutional dues for the succeeding academic year shall be established by the Executive Committee and submitted to the Conference for ratification. Dues shall become due August 1 and delinquent on September 15.
2. Institutions delinquent in payment of dues, shall forfeit voting privileges and all conference contests until the delinquency is resolved. The Treasurer shall send one or more reminders to the delinquent institution.

IX. Dissolution

The Sun Conference - The Council of Presidents will appoint the treasurer or other individual as an agent to perform the duties needed for the dissolution of the TSC. This agent will formally notify each member of the dissolution of the organization and request a designated 501 (c) (3) organization for distribution of an equal share of assets. Notification shall be sent within fourteen (14) calendar days of an agent being appointed.

American Midwest Conference - Upon termination or dissolution of the Conference, after discharge and satisfaction of all outstanding obligations and liabilities, the remaining funds and assets, if any, of the

Conference shall be distributed and transferred, only to such organizations or entities as shall be designated by the active membership from those described by the terms of Section 501 (c) (3) of the Internal Revenue Code of the United States now in effect.



SAMPLE NAIA Affiliated Conference Bylaws

I. Control of Athletics Program

Great Plains Athletic Conference – The members of the conference unanimously agree to maintain faculty control of all intercollegiate sports with a high standard of personal honor, eligibility and fair play. The members shall strive in non-conference play to compete with schools having similar educational and athletics policies.

Midwest Collegiate Conference – Only institutions with institutional control of athletics shall be members of the Conference. Institutional control is considered to be exercised at a member institution whenever authority is vested in the chief executive officer of such institution.

II. Conference Organization and Structure

NAIA Standard (Bylaws-Article, I, Section T, Item 1)-*An affiliated conference shall be organized under governing documents that include formal recognition of the responsibility to operate in a manner consistent with minimum standards established by the NAIA.*

A. Council of Presidents

1. Members of the Conference Council of Presidents

Appalachian Athletic Conference – The Council of Presidents shall consist of the chief executive officers of the member institutions, or their designated representatives. The Council of Athletic Administrators and FARs shall elect one representative from its body to serve as an ex-officio member to the COP.

Great Plains Athletic Conference – The GPAC Council of Presidents (COP) shall consist of the president or chief executive officer of each member institution. Non-voting advisors of the COP shall be the commissioner, two faculty athletics representatives (president and immediate past president) of the General Assembly, and two athletics directors of the Steering Committee (chair and appointed AD representative to the Executive Committee). The chair of the Steering Committee and the representative to the Executive Committee must not be the same person.

The Sun Conference – Each member institution will have one (1) vote. The Conference shall be governed by the president/CEO of each member institution forming the TSC Council of Presidents (COP). Each president may appoint a representative, typically the athletics director, to form the TSC Council of Athletics Directors (COAD). The TSC Commissioner serves as liaison between the Council of Presidents and the Council of Athletics Directors.

2. Council of Presidents' duties

NAIA Standard (Bylaws-Article I, Section T, Item 2)-*Governing documents of an affiliated conference shall require that final authority for the operations of the conference reside with a formal body (e.g., Conference Council of Presidents) composed of institutional chief executive officers within the conference.*

NAIA Standard (Bylaws-Article I, Section T, Item 3)-*Governing documents of an affiliated conference shall establish those matters fully within the direct control of chief executive officers, including, but not limited to:*

- 1. Amendments to the constitution, bylaws and other governing documents;*
- 2. Budget approval and financial oversight;*
- 3. Employment and supervision of the conference commissioner;*
- 4. Conference membership; and*
- 5. Approval of the conference strategic plan.*

NAIA Standard (Bylaws-Article I, Section T, Item 4)-*Enumeration of the above responsibilities shall not be construed to deny the right of the Conference Council of Presidents to exercise any other power or perform other duties within the field of governance of the affairs of the conference.*

NAIA Standard (Bylaws-Article I, Section T, Item 5)-*Presidents shall exercise authority in matters under their direct control by convening at least one meeting annually, in which votes may be exercised only by presidents in attendance. Note: No conference samples meeting these standards were identified.*

3. Chair of Council of Presidents' duties

American Midwest Conference – The chair of the COP shall call and preside over the meetings of the COP; attend the annual meeting of the Conference, and shall present the president's report. The chair of the COP will present to the Conference at the annual meeting the recommendation of the Executive Committee for Conference Commissioner. At meetings of the conference, the chair of the COP, or an institutional president designated by the chair of the COP, will be given the privilege of the floor for the purpose of discussion and making motions on behalf of the COP.

B. Council of Athletics Directors

1. Members of the Conference Council of Athletics Directors

Midwest Collegiate Conference – The Athletics Directors Council (ADC) shall consist of the athletics director of each member institution.

The Sun Conference – Each President may appoint a representative, typically the athletics director, to form the TSC Council of Athletics Directors (COAD).

2. Council of Athletics Directors' duties

Midwest Collegiate Conference – The ADC shall oversee the administration of all league sports and shall monitor the annual budget of the Conference.

The Sun Conference – The COAD duties will include recruitment and recommendation of new members to the COP; approval of the activities and programs of the conference; approval of policies and procedures governing competition, eligibility (in conjunction with the FAR's and Registrars) and conduct.

III. Conference Administration

A. Conference Personnel

1. Commissioner

NAIA Standard (Bylaws-Article I, Section T, Item 6) – *An affiliated conference shall employ a commissioner to provide effective leadership and administrative support to the conference, and may employ other professional staff determined by the conference necessary to ensure adherence to NAIA standards. The commissioner shall not be concurrently employed by any conference member institution.*

NOTE: *Affiliated conferences not fully in compliance with this criterion when it takes effect will be required to submit a specific plan and timetable by which the conference will fulfill the provisions.*

a. Requirements

American Midwest Conference – The commissioner shall be considered an official of the Conference and shall be compensated for services and expenses as indicated in the conference budget.

Great Plains Athletic Conference – The position of a conference commissioner is a paid conference position. The term of employment shall be for a one-year term beginning on June 1 of the year of appointment. Appointment to the position and salary shall be determined at the appropriate spring meeting of the Conference. The

commissioner shall report to the Council of Presidents. The Council of Presidents will be responsible for evaluation of the conference commissioner annually and report their evaluation to the Conference at the spring meeting.

b. Duties

American Midwest Conference – The duties shall include, but are not limited, to the following:

1. Implement the decisions of the Executive Committee and the Conference in all areas not elsewhere assigned to other officers. Submit required forms to the national office.
2. Supervise officiating in conference sports. The Conference shall employ a supervisor for the sports of men's and women's basketball and will supervise their work. The commissioner shall receive and respond to all complaints or protests relative to game officials, game procedures and conditions, and actions of the players, coaches, or team supporters of member institutions in collaboration with the supervisor of officials. Written or oral statements may be required as well as other evidence from all parties concerned for disposition and settlement of these issues. Refer these matters to the Committee on Infractions.
3. The commissioner will impose all penalties prescribed by the Constitution and Bylaws of the Conference or by the Executive Committee after review by the Committee on Infractions. In such instances, notification shall be given to the Executive Committee in writing within three (3) working days of the decision. The decision may be appealed within fifteen (15) days to the Executive Committee upon written notice of appeal.
4. With the assistance of the liaison of the sport involved, conference games or tournament schedules will be completed.
5. On behalf of the Conference delegate the SID to negotiate arrangements for purchasing of plaques, certificates, trophies, stationery, and other items deemed necessary.
6. Promote the Conference through media contacts and financial arrangements with outside agencies. This may include the sale of advertising for postseason program booklets, sportswear, and other conference brand items.
7. Supervise the conference sports information director.
8. Develop an annual communication process with each conference institution regarding home contests during each season (fall, winter and spring) to evaluate officials, contest management, and other matters that relate to conference competition.
9. Present a budget to the Executive Committee at the fall meeting for the following year. This budget should outline anticipated expenditures, including, but not limited to, travel, support services, meeting expenses, salaries, and other items deemed necessary.

2. Sports Information Director

a. Requirements

American Midwest Conference – The conference sports information director shall be considered an official of the Conference and shall be compensated for services and expenses as indicated in the Conference budget.

Midwest Collegiate Conference – The Conference will employ a SID. The SID shall report to the commissioner and shall be a paid position by the conference.

The Sun Conference – The TSC Sports Information Director shall be retained by the Conference and report to the commissioner. The commissioner, in conjunction with the COAD, shall annually review the sports information director's performance and recommend changes in compensation.

b. Duties

Midwest Collegiate Conference – Coordinate conference statistical information.

1. Collect weekly statistics, records and pertinent information from member institutions and compile in accordance with NAIA guidelines and requirements. Statistics will be compiled for all conference sports.
2. Distribute to conference institutions and to the NAIA national office statistical information required by the NAIA or MCC.
3. Provide statistical information to NAIA Region IV Chair or SID as required or requested.
4. Provide a means for the selection and announcement of MCC player(s) of the week for all sports.
5. Initiate and maintain contact with local media identified by the conference institutions through their AD or SID.
6. Issue press releases concerning conference athletic activity including, but not limited to, results of athletic contests, conference standings and statistics, MCC players of the week.
7. Maintain the MCC website.

The Sun Conference – The TSC Sports Information Director's duties shall be to:

1. Maintain TSC web page (schedules, results of contests, statistics, standings and other pertinent information).
2. Assist the commissioner in communication with the NAIA national office.
3. Assist sport chairs in gathering and disseminating information for conference and national awards.
4. Update the TSC directory annually.
5. Assist the commissioner in maintaining updated sports guidelines.
6. Update TSC history and record book annually.
7. Attend all Council of Athletics Directors meetings, along with all SID meetings.
8. Fulfill duties of conference sports information director as outlined in NAIA Official Handbook and NAIA Sports Information Manual.

3. Supervisor of Officials

a. Requirements

Midwest Collegiate Conference – The Conference will employ a SOO in selected sports. The SOO shall report to the commissioner and be a paid position by the MCC.

Great Plains Athletic Conference – The following sports will utilize a supervisor or assignor of officials: baseball, football, men's basketball, men's soccer, softball, volleyball, women's basketball, women's soccer.

Supervisors of officials will be paid and contracted to individuals for one year beginning on May 1 of each year. Appointment to the position and salary shall be determined at the spring meeting of the Conference. The supervisors and assignors of officials shall report to the commissioner. The coaches of each designated sport will be responsible for evaluation of the supervisor of officials. Such evaluation will be coordinated by the sport chair.

b. Duties

Great Plains Athletic Conference – The responsibilities for each position will be established by the coaches of the designated sport.

Midwest Collegiate Conference – Schedule and evaluate officials, and assist commissioner in gathering information for their sports as needed.

B. Conference Officers

American Midwest Conference – Officers of the Conference shall be a president, a vice-president, secretary, and treasurer. A vacancy in any office between official meetings shall be filled by the Executive Committee within two weeks from the time of the occurrence.

Midwest Collegiate Conference – The officers of this Conference are a president, a vice-president, and a secretary/treasurer, who shall each perform the customary duties of such offices. The president shall be the chair of the Council of Presidents, the vice-president shall be the chair of the Athletics Directors Council and the secretary/treasurer shall be the commissioner.

IV. Standing Committees

A. Eligibility Committee

1. Members of the Eligibility Committee

American Midwest Conference – This committee will consist of three or more faculty athletics representatives from member institutions. One member of the committee serves as conference eligibility chair.

Golden State Athletic Conference – The Conference Eligibility Committee shall be comprised of three conference FARs.

The Sun Conference – The Council of Athletics Directors shall select three qualified institutional representatives (FAR's, AD's, Registrars) and one alternate to serve as the Conference Eligibility Committee. At least one of these three members must be a registrar or FAR.

2. Eligibility Committee duties

American Midwest Conference – The eligibility chair and eligibility committee shall perform duties according to National Association of Intercollegiate Athletics guidelines. This committee shall be charged with reviewing and acting upon cases in which a student or institutional representative provides false or inaccurate information to the NAIA, the Conference, or to a member institution. This committee is authorized to recommend penalties on institutions' athletics programs, coaches, and/or students.

Golden State Athletic Conference – Make recommendations and decisions on eligibility issues as outlined in NAIA rules and the GSAC Constitution and Bylaws.

The Sun Conference – The Conference Eligibility Committee shall have the responsibility to administer eligibility rules and policies within the Conference as adopted by the Conference and the NAIA. The Conference Eligibility Committee shall fulfill all requests, reviews and interpretations as outlined by the NAIA and the TSC.

3. Chair of Eligibility Committee duties

NAIA Standard (Bylaws-Article I, Section U)-The eligibility chair shall be appointed by the conference/independent association governing body, with input from the conference/association faculty athletics representatives. The eligibility chair must have significant experience in eligibility certification and eligibility rules, including serving as an institutional faculty athletics representative, serving as eligibility chair of another NAIA conference, or serving as a former member of the National Eligibility Committee. Note: No conference samples meeting this standard were identified.

The eligibility chair shall:

- a) Receive and review the eligibility certification as submitted by the FAR of each member;**
- b) Serve as the chair of the conference/association eligibility committee;**
- c) Receive and review all reports of institutional violations and all requests for exceptions from its members. The eligibility chair shall share these reports and requests with the**

conference commissioner, the conference/association eligibility committee and report the committee's recommendation to the national office;

d) Attend the NAIA Convention regularly, but not less than once every three years; and

e) Facilitate rules education activities for the conference/association, with specific attention to the rules education of newly appointed faculty athletics representatives, athletics directors and coaches.

B. Conduct and Ethics Committee

1. Members of the Conduct and Ethics Committee

Golden State Athletic Conference – A Conduct and Ethics Committee comprised of three athletics directors and the commissioner (ex officio)

Great Plains Athletic Conference – The committee is comprised of two (2) members from the Steering Committee and one (1) member from the conference faculty representatives. Each group shall select its own members with the committee chaired by a member of the Steering Committee.

2. Conduct and Ethics Committee duties

Golden State Athletic Conference – Shall serve the Conference to handle such issues as improper contact, forfeits, sports issue appeals and other items as may be assigned by the Executive Committee or the commissioner.

Great Plains Athletic Conference – This committee shall be charged with reviewing and acting upon cases involving violations of Conference sports guidelines including cases involving:

1. Inappropriate conduct of a physical or verbal nature by players, coaches or fans
2. Violations of the NAIA Code of Ethics
3. Violations of the athletic financial aid policy
4. Violations of the campus visitation/tryout, financial assistance, recruitment, scheduling and/or frequency of play regulations
5. Violations of the declaration of intent to participate in conference play regulations

C. Conduct in Competition Committee

1. Members of the Conduct in Competition Committee

NAIA Standard (Bylaws-Article I, Section T, Item 14)-An affiliated conference must have a conduct in competition oversight committee composed of a minimum of three members. Note: No conference samples meeting this standard were identified.

2. Conduct in Competition Committee duties

NAIA Standard (Bylaws-Article I, Section T, Item 14)-The committee's responsibilities include recommending the scope of the conference's activities related to event management, hospitality, conduct in competition, and sanctions related to conduct in competition within the conference. **Note: No conference samples meeting this standard were identified.**

D. *Champions of Character* Committee

1. Members of the *Champions of Character* Committee

NAIA Standard (Bylaws-Article I, Section T, Item 8)-An affiliated conference must establish a *Champions of Character Conference Committee*, composed primarily of *Champions of Character campus liaisons*. **Note: No conference samples meeting this standard were identified.**

2. *Champions of Character* Committee duties

NAIA Standard (Bylaws-Article I, Section T, Item 8)-The committee shall be charged with development and oversight of conference character education and activities. **Note: No conference samples meeting this standard were identified.**

E. Sport Committees

1. Members of the Sport Committee

American Midwest Conference – The Conference Sport Committee shall consist of the sport chair for each conference-sponsored sport.

Golden State Athletic Conference – Consists of the head coach of each sport for each institution participating in that sport in the conference.

Great Plains Athletic Conference – Membership of each Conference Sport Committee shall consist of one representative from each participating member of the conference. This representative may be either an athletics director or a coach.

2. Sport Committee duties

American Midwest Conference – They will submit the details for conference play as well as playoff guidelines for their sport to the Executive Committee for review and approval.

Golden State Athletic Conference – Meetings to be held twice each year at the fall all-sports meeting and at the end of the season. Both meetings are to take care of any additional business as requested by committee members, the chair, or assigned by the commissioner. (1/9/2008)

Makes recommendations to the Executive Committee concerning the sport.

Great Plains Athletic Conference – Their function will be to work out details for and make recommendations regarding their specific sports. These recommendations will be forwarded to the Steering Committee.

3. Chair of the Sport Committee duties

American Midwest Conference – Their function is to chair the meeting of their sport at the Conference's annual meeting. Each will serve as the liaison to a designated Executive Committee member.

F. Other Committees

V. Competition

A. Frequency of Play and Scheduling

1. Master schedules

Golden State Athletic Conference – All master schedules shall be prepared at least two (2) years in advance and approved by the Executive Committee.

2. Conference scheduling policy

American Midwest Conference – Each member school should enjoy an opportunity to compete on an equal basis for the championship in all sports recognized by the Conference. It shall be mandatory, therefore, that each conference member includes in its schedule every other member of the Conference fielding a team in that sport. After a new institution has been admitted to membership in the Conference, games played with other conference teams shall have no bearing on conference championships until the new member is able to schedule the games required.

Midwest Collegiate Conference – All members of the Conference, in the exercise of the principle of free choice of opponents, hereby agree to schedule each other as set forth by the rules and regulations governing each sport.

3. Cancellation or postponement

Golden State Athletic Conference – When a scheduled contest is canceled for uncontrollable reasons, the Conduct and Ethics Committee shall rule. The home coach shall notify the home athletics director immediately, who must notify the conference commissioner within twenty-four (24) hours.

B. Championships

1. Recognized conference championship sports

Great Plains Athletic Conference – Championships shall be recognized each year in any sport in which at least six conference schools indicate at the second meeting of the Conference that they will participate for the following academic year.

2. Conference championships

Golden State Athletic Conference – The Conference representative in any post-season competition shall be the conference champion unless otherwise designated by the Executive Committee. In the event of a tie for the conference championship, the Executive Committee shall designate co-champions.

3. NAIA national competition

Great Plains Athletic Conference – For NAIA post-season competition purposes the conference representatives in the postseason competition shall be the highest finishing team(s) or individual(s) in the conference championship play process that has declared its intent to participate in NAIA postseason competition and in accordance with the NAIA postseason qualifying standards for that given sport.

VI. Awards

The Sun Conference – TSC approved awards will be given to individuals and teams in relationship to competition, academics and character. Individual awards will include all-conference, academic all-conference, Champions of Character™, Coach of the Year and Player of the Year (some sports may have multiple awards, e.g., Player of the Year and Pitcher of the Year). Team awards will include regular season champion, tournament champion, tournament runner-up, Champions of Character and team academic awards. Any additional awards must be approved through the amendment process to the Bylaws of the TSC.

VII. Student

- A. Admission Standards

The Great Plains Athletic Conference – Athletes and non-athletes shall be admitted to the institution under the same admissions standards. All students shall be enrolled through the regular procedure established by the institution.

- B. Financial Assistance
- C. Campus Visitations and Tryouts of Prospective Students
- D. Intra-Conference Transfer Eligibility

Appalachian Athletic Conference – A student who has signed a letter of intent or a grant in aid with a member institution cannot participate at another member institution in the sport that he/she has signed, unless the signing institution will, by written consent (in the person of the athletics director), release the student from the signing of said letter of intent or grant in aid.

Great Plains Athletic Conference – A student who has attended one conference school is not eligible to participate for a second conference school in one calendar year in any sport. In those cases where a student is attending a school and the school drops a sport, the student may transfer within the first two (2) terms after the school announces the discontinuance of that sport. The transfer restriction will be waived for the student in that sport. If a student has not been certified in any sport at the school from which they transfer, and they receive a release from the athletics director at that school, this restriction will be waived.

Golden State Athletic Conference – A student-athlete (a participant charged a season of competition) who participates in a (any) sport at a GSAC institution one year is not permitted to participate in the same sport or receive athletic scholarship at another GSAC institution the following school year whether transferring directly or indirectly to the second GSAC Institution unless the student sat out or used one full season of competition at an intermediate institution. This rule may be appealed as outlined in section B.

VIII. Infractions and Penalties

A. Enforcement

American Midwest Conference – Disciplinary powers of the Conference shall be vested in the official institutional representatives. The representatives, upon recommendation of the Executive Committee, may impose penalties on any member institution in any sport.

The Sun Conference – The commissioner has the power to enforce provisions of the Constitution, Bylaws and all other TSC policies.

B. Notification of Penalties

The Sun Conference – Should any chief executive officer, faculty athletics representative, athletics director, coach or athletics administrator become aware of an apparent violation involving a student-athlete or institutional representative, it shall be the responsibility of that individual to notify the commissioner immediately.

C. Appeals

American Midwest Conference – If and when the commissioner and/or president rules against any member of the Conference, the affected member has the right to appeal that

decision to the Conference as a whole. Appeal hearings shall be decided by a two-thirds (2/3) majority vote of the membership of the Conference.

IX. Amendments

Great Plains Athletic Conference – The Bylaws may be amended by a majority vote of the member institutions as cast by each institution's president at a regularly scheduled meeting, provided the amendment has first been reviewed by the General Assembly at the meeting prior to the Council of Presidents meeting. Any member institution of the GPAC can sponsor an amendment to the bylaws.

Midwest Collegiate Conference – These Bylaws may be altered amended or repealed and new Bylaws may be approved by the Council of Presidents at any meeting of the Council of Presidents by the vote of fifty percent (50%) of the members of the Council of Presidents.

