



Conference Best Practices

Membership Application

PROCESS OF ADMITTING A NEW CONFERENCE MEMBER

1. There is to be a formal letter of application from the president of the inquiring school written to the conference.
2. A check list of various articles and sections from the Constitution and By-Laws will be sent to the school. Signatures of the president, athletic director and faculty athletic representative will be requested and returned to the executive committee of the conference for review.
3. The checklist will be reviewed by the executive committee will make the decision regarding the continuation of the process
4. A visit will be scheduled with the school.
 - a. The conference visiting team will be selected by the executive committee and will consist of one president, one athletics director, one faculty athletics representative, and one financial aid officer.
 - b. The visiting team shall be prepared to provide information such as: history of the conference; operational structure of the conference; highlights unique to the conference; basic eligibility and recruiting issues; financial aid stipulations in the conference; explain eligibility certification issues and process; present the process for violations; and answer all questions
 - c. The visit will be paid for by the visited school and will include transportation, meals and overnight accommodations if necessary.
 - d. The visiting team will draw up a written report that will be presented at the first conference meeting that follows the visitation.
5. If a member institution has notified the conference of its intent to leave the conference such institutions will not be eligible to vote on membership initiatives.
6. A 75 percent vote of total eligible conference members at a regular conference meeting will be needed to continue the membership process and send a recommendation to the COP. In years where the eligible membership is ten (10) institutions or fewer the voting threshold shall be 2/3 of the eligible membership.
7. A 75 percent vote of the COP of eligible institutions will be needed to continue the membership process and send a recommendation to the COP. In years where the eligible membership is ten (10) institutions or fewer the voting threshold shall be 2/3 of the eligible membership.
8. The school seeking membership shall schedule (with contracts established) all conference schools in sports required by conference membership within two (2) years from the time the vote is taken in step 7. (See Constitution, Article III, Section II.)
9. When step 8 is complete, the conference shall recommend final approval by a 75 percent vote of eligible conference members at a regular meeting. This final recommendation shall be ratified by a 75 percent vote of the eligible voting members of the COP at its regular meeting. In years where the eligible membership is ten (10) institutions or fewer the voting thresholds shall be 2/3 of the eligible membership.

Membership will begin the academic year following the COP vote. Eligibility for conference championships will begin when the new member is competing with all other conference schools.

Information from the GREAT PLAINS ATHLETIC CONFERENCE and KANSAS COLLEGIATE ATHLETIC CONFERENCE