

## CONSTITUTION

### Midlands Collegiate Athletic Conference

#### Article I – Name

The name of the organization is the Midlands Collegiate Athletic Conference (MCAC).

#### Article II – Objectives

The main objective of the Conference is to promote the development of athletic programs as an integral part of the educational offerings of member institutions by means of democratic participation at the conference level. The objective is accomplished through functioning committees composed of representatives of member institutions. The primary criteria for membership in the Conference is an institutional philosophy which supports intercollegiate athletics as an integral part of the total educational program; a program through which physical, mental, social, emotional, moral, and professional growth is fostered in student athletes.

To achieve this objective, Conference members pursue the following goals:

1. Ensure intercollegiate athletics is an integral part of each institution's educational offerings and under the control of those responsible for the administration of the institution.
2. Maintain the highest ethical standards through commitment to the principle of self-reporting.
3. Engage in the competition with other institutions having similar academic and athletic philosophies and policies.
4. To promote academic achievement, sportsmanship, and high ethical standards among the member institutions and participating administrators, coaches, and student athletes of the conference.

#### Article III – Membership and Affiliation

The members of this Conference are colleges in the Midwest which offer a minimum of four years of academic work, awards the bachelor's degree, are active members of the National Association of Intercollegiate Athletics (NAIA) and are accredited by the North Central Association of Colleges and Secondary Schools.

Member institutions have compatible purposes and histories as private and/or liberal arts, institution of high learning.

The Conference sponsors championships in sports that have at least four schools participating. Only those sports will receive awards and be counted toward the Commissioner's Cup Awards. If there are less than four schools participating, a request for an exemption may be made to the commissioner.

It is recommended that Conference institutions compete yearly in 3 of these 4 women's sports (Volleyball, Soccer, Basketball, and Softball) and all 3 of these men's sports (Soccer, Basketball, and Baseball). It is expected that institutions will continue to offer the sports programs which were in place when the institution entered the conference. Institutions wishing to drop a sport should provide a minimum of two years notice.

Institutions seeking to become Conference members may be considered for membership subject to review and inspections by the Conference Board of Directors and a favorable two-thirds vote of the Board of Presidents. Any school applying for membership in the MCAC must include a non-refundable \$500 application fee. Membership may be canceled for cause by a two-thirds vote of the Board of Presidents.

Conference dues are determined by the Board of Presidents.

#### Article IV – Organizational Structure

The organizational structure is composed of a Board of Presidents, Board of Directors, Board of Faculty Athletic Representatives, and the following committees:

1. Conduct and Ethics Committee
2. Sports Committees

##### Section A. Board of Presidents

1. The membership of the Board of the Presidents consists of the CEO of each member institution.
2. The Board elects a Chair and Vice-Chair. These Officials are authorized to transact necessary business of the Conference in the interim between meetings of the Board of Presidents. The Chair and Vice-Chair serve two year terms, with the Vice-Chair serving as Chair-Elect.
3. The Board of Presidents meets once a year.
4. For the transaction of business, a quorum consists of at least two-thirds of the membership of the Board. The Board of Presidents may take action by mail, telephone, and in person.
5. The Board of Presidents exercises full authority in all matters including but not limited to:

- i. All fiscal matters of the conference
- ii. The review and action on all recommendations submitted by the appropriate committees through the Board of Directors.
- iii. Decisions on membership and withdrawal of membership.

The enumeration of the above responsibilities and duties shall not be construed to deny the right of the Board of Presidents to exercise any other power or to perform any duty within the field of governance of the affairs of the Conference.

#### Section B. Board of Directors

1. The membership of the Board of Directors consists of the Director of Athletics of Member institutions. The Board is charged with implementing the policies established by the Board of Presidents.
2. The membership elects a Chair and Vice-Chair. These two officials are authorized to transact necessary business of the conference in the interim between meetings of the Board. The Chair and Vice-Chair serve two-year terms with the Vice-Chair serving as Chair-Elect.
3. The Board of Directors meet twice a year.
4. For the transaction of business, a quorum consists of at least two-thirds of the membership.
5. The Board of Directors is responsible for the following matters:
  - i. Reviewing operational policies for approval by the Board, and referral to the Board of Presidents.
  - ii. Acting as a communication link between the various committees and the Board of Presidents.
  - iii. Recommending operational policies for Conference competition and championships.
  - iv. Recommending the location and setting the agenda for the annual meetings.
6. The Chair of the Board of Directors serves as an ex-officio member of the Board of Presidents.

7. The membership may recommend procedures for the employment and supervision of a Conference commissioner if deemed necessary by the Board of Presidents.

#### Section C Board of Faculty Athletic Representatives

1. The membership of the Board of Faculty Athletic Representatives consists of the Faculty Athletic Representative of each member institution. The Board is charged with implementing the policies established by the Board of Presidents.
2. The membership elects a Chair and Vice-Chair. These two officials are authorized to transact necessary business of the conference in the interim between meetings of the Board. The Chair and Vice-Chair serve two-year terms with the Vice-Chair serving as Chair-Elect.
3. The Eligibility Chair is responsible for the accumulation and evaluation of all NAIA eligibility forms.
4. The Board of Faculty Athletic Representatives meets once a year.
5. The Board of Faculty Athletic Representatives is responsible for the following matters:
  - i. Act as the interpreting body of the eligibility rules of the NAIA and the Conference.
  - ii. Process eligibility infractions to the NAIA Eligibility Committee
  - iii. Be responsible for educating Conference members of applicable eligibility rules.
  - iv. Recommend such changes in the Conference eligibility standards or policies as it believes are in the best interest of the Conference.

#### Section D. Conduct and Ethics Committee

1. Conduct and Ethics Committee-each year the Board of Faculty Athletic Representatives will elect three members to serve and the Board of Directors will elect two members to serve. All members are voting members. The Commissioner will also serve as a non-voting member of the committee.
2. The Committee elects a Chair and Vice-Chair annually. These elected officers may transact business relative to the committee in the interim between committee meetings.

3. The Chair of the Committee has the authority to appoint alternates to the committee as needed, maintaining regimentation levels, in cases where one or more of the members of the Committee represent an institution which comes before the Committee.
4. Committee meetings will be called by the Chair to conduct business and develop procedures and penalties for taking action upon the following cases.
  - i. Inappropriate conduct of a physical or verbal nature by a student athlete or coach.
  - ii. Violations involving financial aid, recruiting, frequency of play, and scheduling.
  - iii. Violations involving providing false or inaccurate information to the Conference or a member institution by a student athlete or coach.
  - iv. Respond to grievances or other special concerns as submitted.

All proposals and recommendations made by the Conduct and Ethics Committee are submitted to the Board of Presidents for review and final action.

#### Section E. Sports Committees

1. There is a committee representing each Conference sponsored sport. The membership of each committee consists of the head coaches of that particular sport.
2. Each Sports Committee elects a Chair and Vice-Chair annually. These elected officers may transact business relative to the particular sport in the interim between committee meetings.
3. Sports Committees must meet a minimum of once per year. The meeting must take place within two weeks of the end of the sport season. Coaches Committees may make recommendations regarding issues concerning their Sport to include:
  - i. Officials
  - ii. Championship Formats
  - iii. Championship Schedules and Sites
4. All recommendations are submitted to the Board of Directors for their review and referral to the Board of Presidents at the spring meeting.

- 5 The Sports Chair is responsible for making out conference Schedules at least two years in advance.

#### Article V- Officers

1. The Chair of the Various Boards and Committees presides at all meetings of the respective Boards or Committees.
  - i. The Chair of the Board of Directors is responsible for arranging for the financial records of the conference to be audited at the end of each fiscal year (June 30)
  - ii. The Chair of the Board of Presidents is responsible for being the official representative of the conference at the annual meetings of the NAIA.
2. The Vice-Chairs of various Boards and Committees presides at all meetings of the respective Boards or Committees in the absence of the Chair. Additionally the Vice-Chair is responsible for submitting minutes of all meetings to the Chair of the Board of Directors.

#### Article VI- Voting and Order of Business

Each member college has one vote. All business will be conducted under Robert's Rules of Order.

Any college failing to be represented for two successive regular meetings shall thereupon be warned of the danger of being dropped from the membership roll of the Conference; if two further successive, regular meetings are missed by the institution in question, it will be called upon to show cause for absence before the Board of Directors. The Board of Directors will make a recommendation to the Board of Presidents as to the future membership status of the institution.

#### Article VII- Eligibility and Financial Aid Rules

The Eligibility and financial aid requirements as stated in the NAIA Official Handbook will be recognized by all member institutions.

#### Article VIII- Amendments

All proposed amendments of the constitution must be in writing and submitted to the Board of Directors for their review and referral to the Board of Presidents for action. A favorable two-thirds vote will be required to adopt said amendments.

## Article IX- Withdrawal from Conference

1. A member college must give written notice of its intention to withdraw from the Conference two years in advance. Permission to withdraw upon a shorter notice may be recommended to the Board of Presidents and will require a favorable two-thirds vote.
2. Should a member institution withdraw from the Conference without the two (2) year notice period and without formal approval to the Conference, then all remaining Conference institutions will impose a three (3) year schedule moratorium in all athletic programs, whether they are sponsored by the Conference or not.
3. Conference schools which violate the scheduling moratorium will forfeit any opportunity for a conference championship in that year.

## Article X- Fiscal Matters

### Section A. General

All matters of finance must have the advice and consent of the Board of Presidents prior to commitments being made.

### Section B. Budgetary Procedures

1. The Commissioner will present a simple, one page review of all budgetary transactions of the previous fiscal year to the Board of Presidents at the spring meeting.
2. The Commissioner will prepare and submit a budget proposal for the coming fiscal year to the board of Presidents at the spring meeting for review and approval.
3. The Commissioner will have the operating budget ready for review by the Board of Presidents at any time.
4. The operational budget will show all revenue by category and expenditures by category. The categories of expense shall include but not be limited to travel, support services, awards, meeting expense, public relations, salaries, and any other obvious category.
5. Each member institution will share equally in the expense approved by the Board of Presidents unless special circumstance warrants a differentiation between institutions.

## Article XI- Affiliation

Institutions which belong to the Conference will maintain membership in the National Association of Intercollegiate Athletics (NAIA). Conference members will meet requirements of, and compete at, the Division II level in sports in which the NAIA offers divisional play.

In instances where the Conference by-laws do not specifically address an issue, NAIA rules will be followed.