



## CONSTITUTION & BYLAWS

2011-12

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### 2011-12 AMC MEMBER INSTITUTIONS

BENEDICTINE UNIVERSITY AT SPRINGFIELD  
COLUMBIA COLLEGE  
HANNIBAL-LaGRANGE UNIVERSITY  
HARRIS-STOWE STATE UNIVERSITY  
MISSOURI BAPTIST UNIVERSITY  
PARK UNIVERSITY  
STEPHENS COLLEGE  
WILLIAM WOODS UNIVERSITY  
WILLIAMS BAPTIST COLLEGE

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## CONSTITUTION, BYLAWS AND CONFERENCE CHAMPIONSHIP PROCEDURES

Adopted April 16, 1986	Revised August, 1997	Revised August, 2005
Revised August, 1988	Revised August, 1998	Revised August, 2006
Revised August, 1991	Revised August, 1999	Revised August, 2007
Revised May, 1992	Revised August, 2000	Revised August, 2008
Revised August, 1993**	Revised August, 2001	Revised August, 2009
Revised August, 1994	Revised August, 2002	Revised August, 2010
Revised August, 1995	Revised August, 2003	Revised August, 2011
Revised August, 1996	Revised August, 2004	

\*\* -- Last year conference was known as Show-Me Collegiate Conference

### CONSTITUTION

#### ARTICLE I - NAME

The American Midwest Conference

#### ARTICLE II - PURPOSE

The purpose of this Conference shall be to promote the positive ideals and objectives of athletics, to provide an organization of colleges and universities with similar foundations to engage in athletic contests on an equal basis, to serve as a forum to formulate guidelines and solve common problems, to enhance and preserve athletics in their true perspective, and to promote athletics in an academic environment. This Conference shall facilitate the purposes of intercollegiate sports and further the learning goals of its member institutions.

#### ARTICLE III - MEMBERSHIP AND REPRESENTATION

##### Section 1. Membership

- Full Conference membership requires full National Association of Intercollegiate Athletics membership.
- Associate Conference membership may be granted for a period of two (2) years or until full NAIA membership is reached, whichever comes first. Associate members will have all the rights and privileges of full members except those limited by NAIA regulations.

The charter members of the original Show-Me Collegiate Conference shall be:  
Columbia College  
Fontbonne College  
Hannibal-LaGrange College  
Harris-Stowe State College  
Missouri Baptist College

**Members as of August, 2011**  
Benedictine University at Springfield  
Columbia College  
Hannibal-LaGrange College  
Harris-Stowe State University  
Missouri Baptist University  
Park University  
Stephens College  
William Woods University  
Williams Baptist College

New members will be added or removed from the Conference based on the following guidelines:

##### Entry

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 athletic philosophy, five-year enrollment breakdown, sports offered, time and distance from all schools in the conference, and athletic 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.

## **Exit**

1. A member who wishes to leave the AMC must give written notice two years prior to the August conference meeting of the year of intended exit.
2. A member that wishes to withdraw from the conference cannot be reinstated as a member for at least two years.
3. Should an institution withdraw without proper notice to the conference, all remaining institutions shall impose a two-year scheduling moratorium in all athletic programs whether sanctioned by the conference or not. In addition, the conference shall fine the withdrawing institution a monetary exit fee totaling the current annual conference dues.

## **Section 2. Representation**

Any member institution may send as many persons as it desires to meetings of the Conference, but each institution shall have only one vote which shall be cast by the official institutional representative who shall be designated by that institution's President. The institutional representative may designate a proxy.

## **ARTICLE IV - OFFICERS**

### **Section 1. Officers**

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.

### **Section 2. Term of Office**

The terms of office for the above named officers shall be for two years from the date of the Conference meeting in the spring of 1986. New officers will be elected to serve for two years. Any officer may be removed by a majority vote of the member institutions.

### **Section 3. Officials**

The officials for the AMC include Commissioner, Conference Information Director, Eligibility Chair, Registrar, and Faculty Athletic Representative.

### **Section 4. Officials Term of Office**

Eligibility Chair, Faculty Athletic Representative and Registrar shall be elected for two-year terms at even-year meetings during the spring meeting. The Commissioner, Conference Information Director, Conference Eligibility Chair shall be employed by the Conference for a one-year term with the option of renewing their contracts at the spring meeting. Any official may be removed by a majority vote of the member institutions.

## **ARTICLE V – ORGANIZATION**

### **Section 1. Council of Presidents**

The AMC Council of Presidents (COP) shall consist of the President or Chief Executive Officer of each of the member institutions.

1. The COP shall meet not less than once each year normally preceding the annual meeting of the Conference.
2. The chair and vice-chair of the COP shall be elected by the membership of the COP to a three-year term. The chair of the COP shall present the president's report at the annual meeting of the conference in August.
3. The Commissioner of the AMC shall serve as an ex-officio non-voting member of the Council of Presidents, if needed, and shall be responsible for the keeping the minutes of those meetings attended.
4. The responsibilities of the Council of Presidents are as follows;
  - a. The COP shall review the performance report of the Commissioner from the Executive Committee.

- b. The COP shall review and approve the annual budget submitted by the Executive Committee.  
This will include the dues assessment to each institution along with salary recommendations of all conference personnel. The proposed budget will be completed in the fall conference meeting for the following calendar year.
- c. The COP shall have the final vote on conference membership after reviewing the Executive Committee's recommendations. All members of the COP shall participate in a final membership vote. A vote of three-fourths majority will be needed for approval of a new member into the conference.
- d. The COP may sponsor amendments to the Constitution or By-laws of the conference according to established conference procedures.
- e. At the 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 recommendations on behalf of the COP.
- f. The COP may veto actions of the conference with a three-fourths vote of council members.  
Vetoed must be made at a meeting of the COP held within ninety-days of the conference meeting.

## 5. CHAIR OF THE COUNCIL OF PRESIDENTS

- 1. Description
  - a. The Chair of the Council of Presidents (COP) shall be designated in the manner described in Article V of the Constitution.
- 2. Responsibilities.
  - a. The Chair of the COP shall call and preside over the meetings of the COP.
  - b. The Chair of the COP shall attend the annual meeting of the Conference and shall present the President's report.
  - c. The Chair of the COP will present to the Conference at the annual meeting the recommendation of the Executive Committee for Conference Commissioner.
  - d. At the 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.

## Section 2. Executive Committee

The official business of the Conference shall be conducted by the Executive Committee composed of the Athletics Directors from each member institution. The Athletics Director or his/her appointed representative shall cast the vote for the institution. The duties of this committee include, but are not limited to, the following – supervise and recommend appointment of the Commissioner, Sports Information Director, Supervisor of Officials for Men's and Women's Basketball, and Conference Eligibility Chair; establish playoff procedures for all conference championships, supervise all awards, plaques and honors received by member institutions; execute any discipline matters and impose appropriate penalties on member institutions in any conference sponsored sport. The Executive Committee shall recommend a budget along with dues at the fall meeting for operation of the Conference for the ensuing year. The Executive Committee shall appoint at the annual meeting in August members to the following Standing Committees who will serve for one year as follows:

- 1. Executive Council – This Council will consists of the President, Vice-President, Secretary, and Treasurer. This Council will serve as representatives of the Conference on all ad interim business not assigned to other special committees between regular meetings. All Council acts are subject to review by the Executive Committee.

**COMMITTEE MEMBERS:** Dr. Tom Smith, Jason Nichols, Don Kaverman

2. Eligibility Committee – The committee will consist of five persons, three of whom must be Faculty Athletic Representatives from conference member institutions. The Chair (conference eligibility chair) shall be appointed by the conference governing body and should have significant experience in eligibility certification and eligibility rules, including serving as a current or former Faculty Athletic Representative, serving as a current or former eligibility chair of another NAIA conference, or serving as a current or former member of the NAIA National Eligibility Committee. The committee shall perform duties according to NAIA guidelines. This committee shall be charged with reviewing and acting upon cases in which a student-athlete or institutional representative provide false or inaccurate information to the NAIA, the conference or to a member institution. This committee is authorized to recommend penalties on an institution's athletic program, coaches and/or student-athletes.

**COMMITTEE MEMBERS:** Valerie Beeson (chair), Robert Foster, James Walter, Tom Puhse, Gary Cain

3. Sports Committee – The Conference Sports Committee shall consist of the Sport's Chair for each conference sponsored sport. Their function is to chair the meeting of their sport at the Conference's annual meeting. They will submit the details for conference play as well as playoff guidelines for their sport to the Executive Committee for review and approval. Each will serve as the liaison to a designated Executive Committee member.

**COMMITTEE MEMBERS:** Conference Sport Chairs

4. Committee on Infractions – This committee shall be charged with reviewing and acting upon cases involving violations of Conference sports guidelines including cases involving:

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

The committee is comprised of two (2) members from the Executive Council and one (1) member from the Conference Faculty Athletics Representatives. Each group shall select their own members with the committee chaired by a member of the Executive Council. This committee shall report to the Executive Committee. This committee is authorized to recommend penalties on institutions' athletic programs, coaches and/or students.

**COMMITTEE MEMBERS:** Valerie Beeson, Claude English (Chair), James Walter

5. Committee on Champions of Character – This Committee will be appointed by the Executive Committee at its annual meeting and will consist of the coaches from each conference sponsored sport. This committee will establish character development expectations for AMC conference student-athletes, coaches, administrators, officials, and spectators involved in conference sport play. The NAIA "Champions of Character" initiative emphasizing the core character values of Respect, Responsibility, Integrity, Servant Leadership, and Sportsmanship will be the guidelines to follow. Implementation within all conference sports teams will portray an atmosphere and awareness that character and cooperation will grace our youth as they compete in athletics and life. Their primary function is to recommend the conference recipient for the Character Award.

**COMMITTEE MEMBERS:** Dr. Tom Smith and Amber Cox (co-chairs) – To determine the AMC Champions of Character Athlete of the Year

6. Committee on Athletic Training – This committee will be appointed by the Executive Committee at the annual meeting and will consist of three athletic trainers from member institutions. This committee will review and amend, when necessary, the following guidelines for conference play during regular season and post-season competition;

- a. A certified Athletic Trainer will cover each event.
- b. The Athletic Trainer should arrive at least one hour before the event and stay thirty minutes after the event is completed.

- c. The following supplies or equipment will be provided –
  - 1) Water, cups, and coolers
  - 2) Ice and ice bags
  - 3) Emergency supplies – splints, stretchers, crutches
  - 4) Access to a phone
  - 5) Maps and directions to a local medical facility
- d. Each team must provide their own athletic training kit and supplies.
- e. Each team should have documentation providing information from their certified athletic trainer or team physician for required modalities (if provided by host athletic trainer) or special medical needs.

**COMMITTEE MEMBERS:** Joi Richardson (chair), Amy Haines, Amy Maurer, Michael Frey

7. Membership and Development Committee – This committee will be appointed by the Executive Committee at the annual meeting and will consist of three members, one each, from the following - Council of Presidents, Executive Committee, and Faculty Athletics Representatives. This committee will pursue and recommend for membership institutions that have an interest and commonality with the other AMC members. Upon their recommendation of a potential member candidate, established conference procedures will be followed for approval into the conference. At the annual meeting this committee will also submit a report outlining recommendations for consideration by the conference as it relates to areas that need improvement.

**COMMITTEE MEMBERS:** Dr. Woodrow Burt (chair), Claude English, Robert Foster, Dr. Diane Lynch

8. Student-Athlete Advisory Committee – This committee will be appointed by the Executive Committee at the annual meeting and will consist of one (1) student from each conference institution who will be engaged in conference issues such as the NAIA Champions of Character initiative.

**COMMITTEE MEMBERS:** Jason Durst and Dr. Tom Smith (co-chairs), one student-athlete from each member institution should attend the annual meeting

9. Awards Committee – This committee will be appointed by the Executive Committee at the annual meeting and consists of three members – the Conference SID along with two other sports information directors within the conference. This committee will identify qualified candidates for NAIA administrative and scholarship awards that are presented annually. The committee will solicit these nominations and complete the requisite nomination forms.

**COMMITTEE MEMBERS:** Steve Wilson (chair), Cindy Fotti, Jason Vittone

### **Section 3. Jurisdiction of the Executive Committee**

The Executive Committee has power to act in all Conference matters covered by the Constitution and Bylaws, provided these matters are submitted in writing by the official institutional representative of a member institution to the person acting on Conference matters.

### **Section 4. Reports**

A report of the actions taken by the Executive Council on all matters since the last regular meeting shall be made at each meeting.

### **Section 5. Substitutes**

A member of the Executive Committee from an institution involved in any case to be considered shall be replaced, until resolution of that case, by an appointee of the person acting on Conference matters.

### **Section 6. Appeals**

If and when the Executive Council rules against any member of the Conference, the affected member has the right to appeal the committee's decision to the Conference Executive Committee. Appeal hearings will be decided by a two-thirds (2/3) vote of the membership of the Executive Committee.

### **ARTICLE VI - DUTIES**

## **Section 1. Responsibility of the President**

The Conference shall elect a President to serve as the executive officer of the Conference. The President shall attend all meetings and shall delegate responsibility to the Commissioner to receive, inspect, and file all reports required by the Bylaws. The Conference President reviews annual records of competition submitted by the Conference SID and distributes findings to the Conference annually.

The President shall act to determine the facts in all requests for Bylaws interpretations, and/or violations of the Conference rules, and shall furnish these facts to the Executive Committee. The conference records will be kept with the conference SID. The case may be presented to the Executive Committee of the Conference when necessary. The President shall assist member institutions, individually and collectively, in operating and maintaining a wholesome athletic program based on fair play, mutual trust, and the educational welfare of the individual students.

The President has the authority to appoint such ad hoc committees as necessary to promote the welfare of the Conference.

If and when the President rules against any member of the Conference, the affected member has the right to appeal the President's decision to the Executive Committee. Appeal hearings shall be decided by a two-thirds (2/3) majority vote of the membership of the Executive Committee.

## **Section 2. Responsibility of the Vice-President**

The Vice-President shall assume the duties of the President and/or substitute for him/her in the event the President cannot carry out assigned responsibilities.

## **Section 3. Responsibility of the Secretary and Treasurer**

The Secretary shall take minutes of meetings and send the minutes to the Presidents and official representatives of the member institutions within ten (10) working days of the meetings. The Treasurer will receive and disburse funds and issue a financial report at each meeting.

## **Section 4. Commissioner**

The Commissioner shall be considered an official of the Conference and shall be compensated for services and expenses as indicated in the Conference budget. The duties shall include, but are not limited, to the following:

- 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.
- Supervise officiating in men's and women's soccer and baseball. 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.
- 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.
- With the assistance of the liaison of the sport involved, Conference games or tournament schedules will be completed.
- On behalf of the Conference delegate the SID to negotiate arrangements for purchasing of plaques,

certificates, trophies, stationary, and other items deemed necessary.

- 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.
- Supervise the Conference Sports Information Director.
- 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.
- 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.

### **Section 5. Conference Sports Information Director(s) (SID)**

The Conference Sports Information Director(s) shall be considered an official of the Conference and shall be compensated for services and expenses as indicated in the Conference budget. Duties shall include, but are not limited to, the following:

- Maintain a complete and official record of all athletic contests and tournaments completed by each conference program.
- Keep a complete athletic participation record of all participants in Conference sponsored sports. This will be accomplished by requesting official rosters from member institutions at a predetermined time relative to the beginning of the competition season of each Conference sponsored sport. These rosters will help track the student-athletes who started and ended the season in each sport. The ramifications for failing to report these documents are addressed in this section related to game administering procedures.
- Develop statistical reporting procedures and forms relative to appropriate procedures prescribed by the conference, and the NAIA Office of Sports Information. This includes developing forms to submit statistics and develop procedures to meet appropriate deadlines for all Conference sponsored sports. All deadlines will be established according to the aforementioned national office reporting schedules and will be approved by the individual sport chairperson, Conference Commissioner and/or Conference President.
- Administer the following procedure for addressing the failure to report statistics and other requested information according to predetermined deadlines in all Conference-sponsored sports. When a violation occurs, the Sports Information Director will:
  1. Initiate notification of the violation to the coach and Athletic Director of the institution in question by; first, an email/telephone call and then written notification. Written notification will also be forwarded to the Conference Commissioner and/or President and the President of the institution in question. The first written notification will include the warning that a second violation will result in the exclusion of the institution's student-athletes from consideration for all subsequent Player of the Week, All-Conference and Academic All-Conference voting in the sport in question for the remainder of the competition season. The weekly statistical report for the respective sport will also include the notification of all violations.
  2. If a second violation occurs, initiate notification to the coach and Athletic Director of the institution in question by; first, an email/telephone call then written notification. Written notification will also be forwarded to the Conference Commissioner and/or President and the President of the institution in question. The second violation will result in the exclusion of the institution's student-athletes from consideration for all subsequent Player of the Week, All-Conference and Academic All-Conference voting in the sport in question for the remainder of the competition season.

3. Compile and distribute news releases and statistical reports regarding appropriate Conference activities for use by member institutions and members of the news media, and weekly update of the Conference Web Site. Forward statistical reports and Player of the Week nominations to the Conference members and the NAIA National Office contact person in accordance with appropriate deadlines.
4. Choose Players of the Week in each Conference-sponsored sport after reviewing nomination forms submitted by member institutions in accordance with predetermined reporting deadlines.
5. In coordination with the chairperson of each Conference sponsored sport, supervise the selection of recognizing All-Conference athletic and academic awards and distribute in a timely manner at the end of each competition season.

#### **Section 6. Eligibility Chair**

See duties as described in the Eligibility Committee and by the NAIA.

#### **Section 7. Faculty Athletic Representative**

See duties as described in the Eligibility Committee and by the NAIA.

#### **Section 8. Registrar**

See duties as described in the Faculty Athletics Representative Committee and by the NAIA.

#### **Section 9. Supervisor of Officials – Basketball (Men and Women)**

- Attend camps to observe and evaluate officials on the AMC roster and submit a report to the AMC Commissioner outlining who was observed and added or taken off the AMC roster.
- Submit a roster of officials, including names, addresses, phone numbers and e-mail addresses (when available) to the AMC Commissioner no later than April 15 for the upcoming season. The top 15 chosen by the supervisor, coaches, and commissioner will be submitted to the NAIA national office for consideration for the national tournaments next year.
- Submit a schedule to the AMC Commissioner and men's/women's basketball coaches by Oct. 15, outlining the officials that will be working every date.
- Assign officials to all AMC regular season and postseason contests.
- Hold a preseason meeting with all officials with coaches invited to discuss rules, mechanics, regulations, guidelines, dress code, as well as new rules affecting play.
- Throughout the year, send e-mails, mailings or phone communications to AMC coaches and officials with rule changes, updates, mechanic changes or rule interpretations.
- Notify AMC coaches of game location changes, cancellations and/or changes within 24 hours of their respective contest.
- Develop and distribute a coaches' evaluation form for coaches to fill out following each contest on each official. Collect the evaluations following each game and report any problems to the AMC Commissioner within 24 hours. Arbiter is the tool for this evaluation.
- Review game films submitted by AMC coaches and contact official(s) for critique or evaluation.
- Report game incidents and officials' reports to the AMC Commissioner within 24 hours of the event.
- Work with AMC institutions to upgrade game management procedures. This includes scorer's table, security, parking, dressing room, hospitality facilities, and fan behavior.
- Evaluate at least one regular season contest (in person or via film) at each AMC institution throughout the year.

## **ARTICLE VII - MEETINGS**

### **Section 1. Meetings**

Three meetings shall be held each year in plenary session. One will be held on the first Monday in August, the third Thursday in October, and the first Thursday in April or at the NAIA Convention.

### **Section 2. Special Meetings**

Special meetings may be called by the Commissioner and/or President with stated agenda items and notification given at least ten (10) days prior to the meeting.

### **Section 3. Called Meetings**

Special meetings shall be called by the Commissioner and/or President upon the written request of two members of the Conference. The request must state the purpose of the called meetings.

### **Section 4. Voting**

Each member institution is entitled to one vote to be cast by the official institutional representative or their proxy.

### **Section 5. Quorum**

A majority of the official Conference representatives of the member institutions, or their officially designated proxies, shall constitute a quorum.

### **Section 6. Proxy**

Voting by mail or telephone proxy at annual, special, or called meetings is permitted.

### **Section 7. Mail Ballots**

The Commissioner and/or President of the Conference, and only the Commissioner and/or President, may poll members either by e-mail, mail or telephone, if in their judgment, or at the direction of plenary vote, such method of voting is necessary to conduct the business of the Conference. If, however, a poll is taken by telephone, the Commissioner and/or President may request the voting member to confirm the vote by letter, telegram or e-mail.

### **Section 8. Game Management Guidelines (See Committee on Athletic Training)**

- An administrator (athletic director or appointed official) from the host institution will be present at every AMC contest to oversee all aspects of game management, including crowd control, security and game administration. The administrator is responsible for informing all game officials/crew of their respective duties.
- Members of the game crew (line judges, shot clock operator, scorekeeper, etc.) should be trained prior to the start of conference competition. Individuals should not hold these positions for the first time during any AMC regular season or postseason contest.
- There shall be at least one supervised entrance at all AMC contests.
- The host shall provide, or make available, the following supplies/services for visiting schools for all AMC contests:
  - Adequate water and cups
  - Ice for injury care
  - An accessible certified athletic trainer
  - Emergency supplies, such as splints, stretchers, crutches, etc. The visiting team is responsible for

returning such items in a timely manner.

- All playing venues shall be ready for an event at least one hour before the official game time with all appropriate apparatus in place and warm-up balls available.

## **ARTICLE VIII - DUTIES AND ASSESSMENTS**

### **Section 1. Initial Fees**

Initial fees shall be established by the Conference in plenary session at the fall meeting for budgetary purposes.

### **Section 2. Annual Dues**

The expenses of operating the Conference shall be born equally by the member institutions. The Commissioner shall submit at the fall meeting a budget for review by the Executive Committee for the ensuing year with final adoption by the Council of Presidents. Annual dues shall be established by the Conference and remain until changed by the Conference. Current dues stand at \$3,000 per year.

### **Section 3. Assessments**

If additional expenses are incurred during any year by the Conference over and above the amount received by provisions of Section 2 above, they shall be borne by the member institutions on an equal basis.

In case a surplus is carried over any year, this surplus shall be factored into recommendations by the Executive Committee to the Council of Presidents in making a budget for the succeeding year.

## **ARTICLE IX - DISPOSITION OF VIOLATIONS**

### **Section 1. Discipline of Members (See Committee on Infractions)**

- 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. Penalties might include but are not limited to: forfeiture of games, probation, suspension, or expulsion of a member institution. A member institution on probation must continue playing a full Conference schedule, but will not be eligible for Conference championships.
- A member institution accused of any Conference violation shall be notified in writing by the Commissioner of the Conference at least two weeks prior to the date that any disciplinary action may be taken by the Conference. The accused institution shall have the right to appear before Conference institutional representatives to present the case in writing at the time designated by the Commissioner or President of the Conference. The Conference institutional representatives are empowered to call any institution to appear before them for purposes of investigating rule violations. Discipline of members shall be determined by secret ballot and shall require a two-thirds (2/3) vote of the membership of the Conference Council of Presidents. Abstentions are not permitted.
- Any Conference member institution having been found guilty of any violation of Conference rules may be restored to good standing by a two-thirds (2/3) vote of the membership of the Conference Council of Presidents. Abstentions are not permitted. If and when the Commissioner 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 Council of Presidents.

### **Section 2. Delinquent Dues and Assessments**

Any institution that is delinquent in payment of NAIA dues will be notified by the Commissioner via the Treasurer, and will have until the date of the October meeting to pay the dues. Dues may be paid by the representative of the institution at the October meeting. Failure of payment by this time will cause the institution to forfeit its right to all Conference championships and voting rights for that academic year.

## **ARTICLE X - COUNCIL OF PRESIDENTS (See Article V, Section 1 for COP duties)**

The Presidents of member institutions shall comprise the Council of Presidents. The Council of Presidents shall:

- elect a chair,
- meet at least annually,
- monitor Conference activities,
- shall have power to overturn any Conference, Executive Committee, or President's decision with a three fourths (3/4) vote of the members,
- evaluate annually progress, purposes, functions and procedures of the Conference.

## **ARTICLE XI - AMENDMENTS**

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 or President not less than twenty (20) days prior to the date of a regular meeting. The Commissioner 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 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.

## **ARTICLE XII - EFFECTIVE DATE**

This Constitution shall be in effect as of July 1, 1986, and thereafter until amended. Each change in the Constitution shall bear its effective date.

## **ARTICLE XIII - DISSOLUTION**

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.

## **BYLAWS**

### **ARTICLE I - ORDER OF BUSINESS**

The order of business at Conference meetings shall be as follows:

- Roll call
- Reading and approval of minutes of last meeting
- Report of officers
- Report of committees
- Unfinished business
- Elections of officers
- New business
- Appointment of committees
- Adjournment

### **ARTICLE II - SUBSIDIZATION**

The maximum grant-in-aid, which any athlete may not exceed, is that provided for in the NAIA Bylaws.

Each institution will establish its own grant program and shall not have the Conference govern its scholarship program. Any violation of the NAIA guidelines shall be reported by the institution in violation in writing to the

NAIA with a copy sent to the Conference Commissioner and President.

## **ARTICLE III - RULES OF ELIGIBILITY**

### **Section 1.**

The guidelines will be those established under the guidelines of the NAIA. As long as an institution has met the eligibility standards for each sport and individual athletic requirements established by the NAIA, the Conference shall not put any further guidelines on the member institutions.

### **Section 2.**

The member institutions shall be required to send a copy of their eligibility list to the eligibility chair of the Conference. This list must be on file to coincide with dates of NAIA deadlines.

### **Section 3. Student-Athlete Transferring**

A student-athlete transferring immediately from one Conference school to another Conference school must sit out one (1) year of Conference play after transferring in the sport(s) in which he/she participated, including junior varsity and varsity competition, at the first institution.

### **Section 4. Protests and Forfeits**

- Any member school using a player ruled ineligible shall forfeit all games in the current academic year in which the ineligible player has participated. The games forfeited, shall be credited as games won by the team to which the games have been forfeited.
- An athlete ruled ineligible by the NAIA or Conference will be ineligible for further competition until such time as the ineligibility is removed by action of the Conference or such official or committee as may be authorized by the Conference to take action in such cases.
- Athletic contests regularly scheduled between two member institutions and canceled by one without consent or approval of the other may be declared a forfeit. See Article VI, Section 1 of Constitution for resolution.
- Cancelled Season – The NAIA national office and the AMC Commissioner must be notified in writing should an institution officially drop a sport during the season. Contracted contests that are dropped after August 10 for fall sports, October 10 for winter sports and January 10 for spring sports are subject to the awarding of forfeits.

## **ARTICLE IV - CHAMPIONSHIPS**

### **Section 1. General Provisions**

- There is always the importance of a Conference championship to the member institutions in any of the recognized Conference supported sports. A learning atmosphere should always prevail and educational purposes remain as the center of emphasis. 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.
- When a Conference team schedules a sufficient number of games in a sport to be considered for the championship, and one or more games is forfeited or canceled by mutual agreement of the two teams, and when by this action the team is left with less than the required number of games and cannot be considered for the championship, all other Conference games played by the team will count toward meeting the championship requirements for the opposing teams, as if there had been no cancellation.

However, should this action affect the championship standing of a third team, the above action may be protested to the Commissioner or President who shall follow the guidelines in Article VI, Section 1 of the Constitution.

- A member institution eligible to participate in Conference events and commits itself to said event must honor its commitment. If, in the opinion of the Executive Committee, reasons for the failure to honor said commitment are insufficient, such infractions shall result in disqualification of the member institution for any place in the Conference.

## **Section 2. Conference Sports**

Conference sports shall not be recognized in any sport that does not have at least four conference institutions sponsoring a team for competition.

## **Section 3. Conflicting Events**

No member institution may participate in any athletic event which conflicts with a Conference-sponsored event in that sport other than national play.

## **Section 4. Host Site Guarantee**

There will be a minimum \$200 Host Site Guarantee for each home site Conference basketball (men's and women's) tournament contest. All gross gate receipts will be sent to the Conference. The home team bears responsibility of home game management costs and the visiting team bears all travel expenses.

## **Section 5. Reimbursement**

The Conference will collect gate receipts from all men's and women's basketball postseason tournament contests. Each automatic qualifier to the NAIA National Tournament will receive a reimbursement of \$1,500.

## **ARTICLE V - AMENDMENTS**

- Amendments to these Bylaws may be made only at regular meetings by two-thirds (2/3) vote of total Conference membership. Proposed amendments must be submitted in writing to the Commissioner or President of the Conference not less than fifteen (15) days prior to the date of a regular meeting.
- The Commissioner or President of the Conference shall transmit to each member a copy of such proposed amendment not less than two weeks prior to the date of the meeting at which the proposal is to be considered.
- Amendments approved as stated in Article XI of the Constitution will then be submitted to the Council of Presidents for their approval by a two-thirds (2/3) vote. The Commissioner shall inform the NAIA National Office in writing of any changes in the Bylaws and provide them with an updated copy within ten (10) working days of the meeting at which they were adopted.

## **ARTICLE VI - EFFECTIVE DATE**

The Bylaws shall be in effect as of adoption, and thereafter, until amended. Each change in the Bylaws shall bear its effective date. Revisions of these printed Bylaws will occur in the handbook after the August meeting each year.

## CONFERENCE CHAMPIONSHIP PROCEDURES

The Conference championship policy for each Conference sport is explained in this document.

### AWARDS

The Conference will offer the following awards in each Conference sport:

- Plaques:        Postseason Tournament Championship  
                  Regular Season Championship  
                  Coach of the Year  
                  Player of the Year (*For volleyball only, add Setter of the Year and Libero of the Year*)  
                  Newcomer of the Year  
                  (*For baseball only, include Newcomer Player and Newcomer Pitcher of the Year*)  
                  Freshman of the Year  
                  (*For baseball only, include Freshman Player and Newcomer Pitcher of the Year*)  
                  First Team All-Conference
- Certificates:    Academic All-Conference Team  
                  Honorable Mention All-Conference Team

### COACH OF THE YEAR

Coach of the Year award will automatically go to the coach of the Conference championship team in any sport where four or less institutions are participating. Conference coaches will vote on Coach of the Year when there are five or more institutions participating in a sport. Coaches may not vote for themselves. Voting will be done at the same time as the All-Conference Team selection. There will be no ties for Conference Coach of the Year in any sport. If the vote is held at the site of the Conference tournament, then the coaches must resolve the tie. If the vote is done by mail then the tie-breaking procedures that are used to determine the Conference champion will be used. The coach whose team is the annual qualifier of the Conference to the National Tournament play will be Coach of the Year who is reported to the NAIA for National Coach of the Year recognition.

### ACADEMIC ALL-CONFERENCE TEAM

The Academic All-Conference Team criteria include having a cumulative 3.0 GPA and complete the season. Fall sport freshmen are not eligible their first year. Academic All-Conference nominations and selections shall be verified by the Faculty Athletic Representative and/or the Registrar before being submitted for All-Conference Team selection.

### STATISTICS

Each Conference team will meet weekly reporting deadlines as established by the Conference Sports Information Director. Statistics for the sports of men's and women's soccer, volleyball, men's and women's basketball, baseball and softball must be reported utilizing the Dakstats websync format. The Conference will recognize a Player of the Week each week throughout the reporting period. This player will be chosen by the Conference SID based on weighted categories of performance determined by conference coaches.