

# THE MIDWEST COLLEGIATE CONFERENCE

## Bylaws

### **SECTION 1.1 - Offices**

- 1.1 Offices. The Principal Office of the Midwest Collegiate Conference in the State of Iowa is 3133 Sycamore Road, in the city of Ames, 50014. The Conference (as defined below) may have such other offices as the business of the Conference may require from time to time.

### **SECTION 1.2 - Membership**

- 1.2.1 Name. The name of the organization shall be The Midwest Collegiate Conference (the "Conference").

- 1.2.2 Membership. The current members of the Conference are:

Ashford University  
Clarke College  
Grand View University  
Iowa Wesleyan College  
Mount Mercy College  
St. Ambrose University  
Viterbo University  
Waldorf College  
William Penn University

- 1.2.3 Qualification for Membership. From time to time colleges or universities that support the purposes of the Conference may be considered for Membership into the Conference. A vote of two thirds (67%) or more of the Council of Presidents then in office is necessary for the election of a new Member to the Conference.

- 1.2.4 Suspension of Membership. During any period in which a Member Institution shall be in default in the payment of any annual dues levied by the Conference, or for violation of the Bylaws or the rules and regulations (the "Rules") established from time to time by the Council of Presidents, Members may have their voting rights and privileges of membership in the Conference suspended by a vote of two thirds of the conference or more of the Council of Presidents then in office who are not representatives of said Member.

- 1.2.5 Removal. Any Member Institution may be removed from Membership in the Conference by a vote of two thirds (67%) or more of the Council of Presidents then in office who are not representatives of said Member.

- 1.2.6 Forfeit of Membership. Any Member Institution who makes formal application for membership to an athletic association contrary to the purpose of Constitution Article 1 immediately forfeits their membership in the conference.

### **SECTION 1.3 - MISSION AND INSTITUTIONAL RESPONSIBILITY**

- 1.3.1 Mission. The mission of the conference is to:

- 1.3.1.1 Support the development of national-championship caliber intercollegiate athletic programs at the NAIA Division II level.
- 1.3.1.2 Advance standards of scholarship, sportsmanship and equity consistent with the highest ideals of Conference membership.
- 1.3.1.3 Organize, promote and administer intercollegiate athletics among its member institutions.
- 1.3.1.4 Optimize revenues and provide supporting services compatible with both academic and competitive excellence.
- 1.3.1.5 Adhere to the rules, goals and values of the National Association of Intercollegiate Athletics and their Champions of Character initiative.

- 1.3.2 Institutional Control and Responsibility. Only institutions having institutional control of athletics shall be members of this Conference. Institutional control is considered to be exercised at a Member Institution whenever authority is vested in the chief executive officer of such institution.

- 1.3.3 Conference Compliance. In the conduct of their athletic programs, the Member Institutions of the Conference are fully committed to compliance with the rules and regulations of the National Association of Intercollegiate Athletics ("NAIA") and the Conference. Each Member accepts primary responsibility for the administration of rules and regulations, for investigating known or alleged violations at that institution, and for taking prompt and effective corrective actions where violations have occurred. The Conference, through the Commissioner, shall assist Member Institutions in investigating departures from NAIA or Conference rules.

- 1.3.4 **Admission Standards.** 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.
- 1.3.5 **Scholarship, Grants-in-aid, and Student Loans.**
- 1.3.5.1 Assignment of non-athletic scholarships, grants-in-aid or student loans shall be controlled by the faculty through the regularly constituted committee on student loans and scholarships.
- 1.3.5.2 Any financial aid or assistance to prospective or enrolled student athletes in money or in kinds, except that which comes from members of their immediate family or from those upon whom they are legally dependent, shall be administered by the institution through its regularly constituted committee on student loans and scholarships.
- 1.3.5.3 Scholarships (non athletic), grants-in-aid and student loans shall be awarded on such basis as will not discriminate for or against presumed or recognized athletes. Athletes and non-athletes shall be required to maintain the same minimum academic standing to qualify for such scholarships.
- 1.3.5.4 All donations to the general athletics program and/or the athletic scholarship fund by outside organizations shall be deposited in an institutional fund and be administered institutional committees under the control of the chief executive officer.
- 1.3.6 **Campus Visitation of Prospective Student-Athletes.** No part of the travel expense of prospective student athletes making visitation to the institution shall be paid by either the institution itself nor any individual or organization directly in support of the program unless such practice by a part of the general institutional policy in procurement of all students and not alone in securing athletes.
- 1.3.7 **Eligibility of Student-Athletes.** Persons competing in men's and women's sports will be governed by the National Association of Intercollegiate Athletics Official Handbook.
- 1.3.8 **Sponsorship of Intercollegiate Sports.** The following sports are considered Conference Sports and shall be governed by the Conference:

**Men**

Baseball  
Basketball  
Cross Country  
Golf  
Soccer  
Track and Field (Indoor and Outdoor)

**Women**

Basketball  
Cross Country  
Golf  
Soccer  
Softball  
Track and Field (Indoor and Outdoor)  
Volleyball

**Section 1.4 - CONFERENCE STRUCTURE AND ORGANIZATION**

- 1.4.1 **Council of Presidents (COP).** The Conference will be governed by several groups, but the Council of Presidents shall at all times maintain ultimate authority as stated in the Constitution article 4-3-B. Members of the COP shall not be compensated or reimbursed for expenses related to their service on the COP.
- 1.4.2 **Athletics Directors Council (ADC).** The Athletics Directors Council shall have responsibility for the day-to-day governance of the Conference as stated in the Constitution article 4-3-C. Members of the ADC shall not be compensated or reimbursed for expenses related to their service on the ADC.
- 1.4.3 **Committees.** From time-to-time Committees may be formed by either the COP or the ADC to assist in the governance of the Conference. In all cases a committee's authority, the selection process and whether compensation and/or expenses will be paid, shall be established in the charter creating the committee.
- 1.4.4 **Commissioner.** The Conference will employ a Commissioner. The Commissioner shall:
- 1.4.4.1 Report to the COP.
- 1.4.4.2 Be a paid position by the conference.
- 1.4.4.3 Serve as a primary *Administrator* of the conference.
- 1.4.4.4 Work closely with the COP to determine the short and long-term goals and objectives of the conference.
- 1.4.4.5 Ensure that all MCC and Institutional operations are conducted according to established rules and regulations of the conference and the NAIA.
- 1.4.4.6 Promote the general welfare of the conference through identification of areas, which need correction or are opportunities for growth and development.
- 1.4.4.7 Maintain institutional membership and recruit additional schools to join the conference.
- 1.4.4.8 Work with the ADC in the development of master schedules for conference sports.

- 1.4.4.9 Facilitate resolution of protest, grievances or other special concerns for action by hearing the evidence and mediating the dispute. If necessary, the commissioner is the final arbitrator of all disputes.
  - 1.4.4.10 Work with school officials and coaches to promote the five core values of the NAIA's Champions of Character initiative.
  - 1.4.4.11 Administer any disciplinary action against individuals, teams, or schools as mandated by the Conference Rules.
  - 1.4.4.12 Coordinate and promote the administration of all conference events and championships
  - 1.4.4.13 Have available championship awards at the conclusion of conference competition.
  - 1.4.4.14 Possess complete knowledge of the MCC Constitution, By-Laws, and Sports Guidelines, and uphold and administer the MCC in accordance with those documents
  - 1.4.4.15 Provide assistance to member institutions to ensure compliance with MCC and NAIA policies as stated in the Constitution and By-Laws.
  - 1.4.4.16 Visit conference institutions in conjunction with an athletic contest or conference championship and observing the operation of its intercollegiate athletic program relative to conference rules.
  - 1.4.4.17 Attend and represent the MCC at all NAIA affiliated conference meetings.
  - 1.4.4.18 Attend as the MCC voting member at National NAIA meetings.
  - 1.4.4.19 Provide, in a timely manner, information from the NAIA to the member institutions.
  - 1.4.4.20 Complete and return all required NAIA forms to the national office.
  - 1.4.4.21 Become involved in the various NAIA committees as opportunities arise.
  - 1.4.4.22 Maintain and distribute current additions of the MCC Constitution, By-Laws, and Sport Handbooks.
  - 1.4.4.23 Assemble and distribute the agenda prior to each conference meeting.
  - 1.4.4.24 Responsible for recording and distribute minutes of each conference meeting.
  - 1.4.4.25 Maintain and distribute a directory of the conference, which includes listing of Presidents, Faculty Athletics Representatives, Athletics Directors, Sports Information Directors, and Head Coaches of each institution.
  - 1.4.4.26 Keep current and historical files of conference correspondence.
  - 1.4.4.27 Respond to reasonable requests from member schools for documents and records.
  - 1.4.4.28 Build and maintain a database containing MCC and NAIA information including average expenditures in areas such as per sport, recruiting, coaches salaries, departmental staffing levels, scholarship awards, etc. for use by COP and ADC.
  - 1.4.4.29 Prepare and submit an annual budget to the COP for review and approval.
  - 1.4.4.30 Manage day-to-day fiscal operations.
  - 1.4.4.31 Develop guidelines for hiring, training, assigning, disciplining, evaluating, and terminating conference game officials in conjunction with the Sport Chair.
  - 1.4.4.32 Coordinate annual rules interpretation meeting of officials and coaches.
  - 1.4.4.33 Mediate disputes between officials and employees of member schools.
  - 1.4.4.34 Assure member schools receive list of all assigned officials for events they are hosting.
  - 1.4.4.35 Maintain archival information about the MCC.
- 1.4.5 Eligibility Chair. The Conference will employ an Eligibility Chair. The Eligibility Chair shall:
- 1.4.5.1 Report to the Commissioner.
  - 1.4.5.2 Be a paid position by the conference.
  - 1.4.5.3 Communicate with Faculty Athletics Representatives (FARs) and registrars compliance officers of member institutions on NAIA policies and procedures related to athletic eligibility.
  - 1.4.5.4 Relay NAIA policies through case studies or information from NAIA national office as requested by conference FARs and registrars compliance officers.
  - 1.4.5.5 Receive eligibility reports and other appropriate NAIA forms for member institutions.
  - 1.4.5.6 Report to member institutions through their FAR on the status of eligibility reports.
  - 1.4.5.7 Serve as chair of the conference eligibility committee to process eligibility violations and requests for exceptions.
  - 1.4.5.8 File eligibility reports with the NAIA national office.
- 1.4.6 Sports Information Director (SID). The Conference will employ a SID. The SID shall:
- 1.4.6.1 Report to the Commissioner.
  - 1.4.6.2 Be a paid position by the conference.
  - 1.4.6.3 Coordinate conference statistical information.

- 1.4.6.4 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.
- 1.4.6.5 Distribute to conference institutions and to the NAIA national office statistical information required by the NAIA or MCC.
- 1.4.6.6 Provide statistical information to NAIA Region IV Chair or SID as required or requested.
- 1.4.6.7 Provide a means for the selection and announcement of MCC player(s) of the week for all sports.
- 1.4.6.8 Initiate and maintain contact with local media identified by the conference institutions through their AD or SID.
- 1.4.6.9 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.
- 1.4.6.10 Maintain the MCC website.
- 1.4.7 **Supervisor of Officials (SOO).** The Conference will employ a SOO in selected sports. The SOO shall:
  - 1.4.7.1 Report to the Commissioner.
  - 1.4.7.2 Be a paid position by the MCC.
  - 1.4.7.3 Schedule Officials.
  - 1.4.7.4 Evaluate Officials.
  - 1.4.7.5 Assist Commissioner in gathering information for their sports as needed.

## **Section 1.5 - DUES**

- 1.5.1 **Purpose.** Annual dues may be required to be paid by each Member Institution as a condition to membership in the Conference to meet the expenses of the Conference and enable the Conference to operate as provided in these Bylaws and the Rules.
- 1.5.2 **Establishing Annual Dues.** Annual dues of Member Institutions shall be established by a resolution of the Council of Presidents at the meeting at which the annual budget of the Conference is approved.

## **Section 1.6 - FISCAL YEAR**

- 1.6 **Fiscal Year.** Except as from time to time otherwise provided by the Council of Presidents, the fiscal year of the Conference shall extend from the first day of July to the last day of June of year, both dates inclusive.

## **Section 1.7 - Governance of Sports**

- 1.7 **Rules for Conference Sports.** Rules for sports shall be set each year by a vote of the coaches of that sport at each member school, and approved by the Athletic Directors Council. Each year Head Coaches for each Conference sport will elect a "Sport Chair" from among their members to serve as primary contact for issues relating to that sport.

## **Section 1.8 - Amendments**

- 1.8 **Amendments.** 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.

## **Section 1.9 - Miscellaneous Provisions**

- 1.9.1 **Books and Records.** The Conference shall maintain an "open book" policy in regards to questions from any member of the COP or ADC. All Conference documents and records shall be available for inspection by any member of the COP or ADC at any time. Exempt salary and scholarship data.
- 1.9.2 **Reports.** All Institutional Reports filed with the NAIA will also be filed with the Conference. From time to time the Conference may require reports on other Institutional information including budgets, academic performance, facility plans and coaching salaries. Unless specified prior to collection, this information is considered confidential and will not be shared, in whole or part, with any other entity. The information may, however, be used in statistical reports and data that will be shared with others.