



Bylaws

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Bylaws

ARTICLE I: OFFICES

SECTION 1.01. REGISTERED OFFICE AND AGENT

The address of the registered office of the corporation is 302 West Washington Street, Greenville, South Carolina 29601. The name of the registered agent at this address is the Executive Director. The corporation is referred to as the NCCAA.

SECTION 1.02. OTHER OFFICES

The corporation may have offices at such place or places within or without the State of South Carolina as the Board of Directors may from time to time appoint or as the business of the corporation may require or make desirable.

ARTICLE II: DIRECTORS

SECTION 2.01. POWERS

The property and business of the corporation shall be managed by its Board of Directors. In addition to the powers and authority expressly conferred on it by the Articles of Incorporation and the Bylaws, the Board of Directors may exercise all such powers of the corporation and do all such lawful acts and things as are not prohibited by law, by the Articles of Incorporation, or by the Bylaws.

SECTION 2.02. NUMBER

The Board of Directors shall consist of no more than 20, and, in any event, not less than three members, who shall be the officers: (a) President, (b) First Vice-President, (c) Second Vice-President, (d) President's Designate, (e) and at-large members as chosen or elected. At the discretion of the Executive Committee and Executive Director, a member of the Board may be designated as Board Counselor. This designation shall expire upon the death of the designee, or until a decision to conclude their service as deemed appropriate by the Executive Committee, and shall be limited to Board members having served a minimum of 3 terms previously.

SECTION 2.03. TERM

The term of each elected officer shall be nine years and until a successor officer has been elected and qualified. Exceptions to this are the President's Designate, who shall serve a one-year term, and any at-large members of the Board of Directors who shall serve four-year terms. Board members designated as Board Counselor will be allowed to serve until death or until a decision to conclude their service as deemed appropriate by the Executive Committee.

SECTION 2.04. ELECTION

Officers shall be nominated and confirmed by the member institutions as provided in Section 5.01. Officers shall be eligible for re-election without limitation on the number of terms served.

SECTION 2.05. NO COMPENSATION

Officers and members of the Board of Directors shall serve without compensation other than reimbursement for minimal meeting expenses.

SECTION 2.06. REGULAR MEETINGS

The Board of Directors shall meet twice a year. One meeting may be conducted via teleconference or conference call format and one meeting shall be conducted in conjunction with the Annual Convention. Changes to this schedule must be approved by a majority vote of the Board of Directors.

SECTION 2.07. SPECIAL MEETINGS

Special meetings may be held if called pursuant to Section 2.08 herein with at least two days notice by telephone or personal delivery, or five days notice by first class mail, of the time and place of the meeting.

SECTION 2.08. CALLING MEETINGS

Meetings of the Board of Directors may be called by the Executive Director, the President, or the Chairman of the Board. See SECTION 2.07.

SECTION 2.09. WAIVER OF NOTICE

Notice of a meeting of the Board of Directors need not be given in any event to any Director who signs a waiver of notice, whether before or after the meeting. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting and waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except if a Director states at the beginning of the meeting any such objection or objections to the transaction of business.

SECTION 2.10. CONTENTS OF NOTICE

The business to be transacted and the purpose of any regular or special meeting of the Board of Directors need not be specified in the notice or waiver of such meeting.

SECTION 2.11. QUORUM

At all meetings of the Board of Directors, the presence of one-third of the authorized number of Directors, but in any event not less than two Directors, shall constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the Directors present at any meeting may adjourn the meeting until a quorum is obtained.

SECTION 2.12. VOTING

The act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may be otherwise specifically provided by law, by the Articles of Incorporation, or by these Bylaws.

SECTION 2.13. CONDUCT OF MEETINGS

Meetings of the Board of Directors shall be presided over by the Board Chair or, in his/her absence, the Vice-Chair and, in his/her absence, a member appointed by the Chair. The Secretary of the corporation or, in the Secretary's absence, any person appointed by the presiding officer, shall act as Secretary for meetings of the Board of Directors. Meetings shall be governed by the most recent edition of Robert's Rules of Order, except to the extent that these Bylaws are inconsistent therewith.

SECTION 2.14. TELEPHONE PARTICIPATION

Directors may participate in meetings of the Board of Directors through use of conference telephone or similar communications equipment, so long as all Directors participating in the meeting can hear one another. Such participation shall constitute personal presence at the meeting, and consequently shall be counted toward the required quorum and in any vote.

SECTION 2.15. WRITTEN CONSENT

Any action required or permitted to be taken at any meeting of the Board of Directors, or of any committee thereof, may be taken without a meeting if a written consent setting forth the action so taken is signed by all members of the Board, or of such a committee as the case may be. Such written consent shall be filed with the minutes of the proceedings of the Board or committee.

SECTION 2.16. ADJOURNMENT

Regardless of a quorum, a majority of the Directors present may adjourn any meeting of the Board of Directors to another time and place. Notice of any such adjourned meeting shall be given to the Directors who were not present at the time of the adjournment. Proper notification of rescheduled meeting shall be given to all Directors. See SECTIONS 2.07 and 2.08.

SECTION 2.17. REMOVAL

The Board of Directors may declare the position vacant and remove an Officer for cause on the occurrence of any of the following events: (1) the Director has been declared of unsound mind by a final order of court; (2) the Director has been convicted of a felony; (3) the Director has failed to attend any meeting of the Board for at least a year and a half; or (4) the Director has been presented with one or more written charges, has been given at least ten days notice of a hearing at which he/she may have legal counsel present, and has been given opportunity for such hearing at a meeting of either the Board or the Executive Committee. The Board may declare the position vacant and may remove a Director without cause by a two-thirds vote. Election or appointment of a Director shall not of itself create any contract rights.

SECTION 2.18. RESIGNATION

Any officer may resign by giving written notice to the Board Chair or the Executive Director. The resignation shall be effective on receipt unless the notice specifies a later time for the effective date of such resignation, or if the corporation would be left without the minimum number of duly elected officers, in which event the resignation shall be effective upon the election of a successor. If the resignation is effective at a future time, a successor may be elected before that time to take office when the resignation becomes effective.

SECTION 2.19. VACANCIES

A vacancy on the Board of Directors shall exist on the death, resignation, or removal of any member; whenever the number of members authorized is increased, and on failure of the Board to elect the full number of members authorized. Such vacancies may be filled for the remainder of the term by a majority vote at a meeting of the Board of Directors, and if the total number of remaining Directors is less than a quorum, by a unanimous vote of the two remaining Directors or the vote of a sole remaining Director.

SECTION 2.20. BOARD CHAIR

The Chair of the Board of Directors shall be elected, by majority vote, by the members of the board. The term shall be for two years (beginning July 1) with election taking place annually at the Annual Convention. The Board Chair shall call and preside over all Board of Directors meetings and, in concert with the National Office and President, develop agendas for Board meetings; shall insure various agendas for subcommittees are submitted in a timely fashion to the National Office; in concert with the President and Executive Director, may represent the NCCAA at national meetings; in concert with the President, shall make interim appointments to any officer vacancies (Executive Director, First or Second Vice-President, etc.); shall request reports or information from the National Office or President as deemed necessary; shall serve as Chair of the Executive Committee of the board; and shall assist, as available, with fundraising activities of the Association (calls, visits, text development, etc.). In the event of the resignation or death of the Chair, the Board shall elect a new Chair within 30 days.

SECTION 2.21. BOARD VICE-CHAIR

The President of the NCCAA shall be the Vice-Chair of the NCCAA Board of Directors unless the President is elected as Chair. If the President is elected as Chair, the Vice-Chair shall be elected, by majority vote, by the members of the Board. The term shall be for one year (beginning July 1) with election taking place annually at the Annual Convention. Shall assume Chair responsibilities and duties in absence of Chair until such time of election of a new Chair.

ARTICLE III: MEMBERS

SECTION 3.01. PARTICIPATING INSTITUTIONS

The corporation shall have participating institutions as provided in Article VI but shall not have legally designated members.

SECTION 3.02. EFFECT

All rights that would otherwise vest in members shall vest in the participating institutions to the extent these Bylaws expressly confer such rights on them, but otherwise shall vest in the Board of Directors. Any action that would otherwise require approval by members shall require the approval of the participating institutions to the extent these Bylaws expressly require the provided-for action by them, but otherwise shall require the approval of the Board of Directors.

ARTICLE IV: COMMITTEES

SECTION 4.01. EXECUTIVE COMMITTEE

The Executive Committee of the Board of Directors shall exercise all powers and authority specified by the Board of Directors and shall consist of five members including the Chair of the Board, President, First Vice-President, and Chairs of the following committees: Finance and Advancement. The Executive Director shall serve as an ex officio member.

The Executive Committee shall act by majority vote and shall have a quorum of one-third of the member Directors. The Board of Directors may designate one or more Directors as alternate members of the Executive Committee, who may act in the place of any absent member or members at any meeting of the Executive Committee. The Executive Committee shall be governed by those rules herein governing the Board of Directors (in which case references to the Board of Directors or Board shall be deemed to refer to the Executive Committee) that concern regular meetings (SECTION 2.06), Special Meetings (SECTION 2.07), Calling Meetings (SECTION 2.08), Waiver of Notice (SECTION 2.09), Contents of Notice (SECTION 2.10), Telephone Participation (SECTION 2.14), Written Consent (SECTION 2.15) and Adjournment (SECTION 2.16).

SECTION 4.02. OTHER COMMITTEES

Other committees may be established by the Board from time to time; shall consist of two or more Directors, as provided by the Board; and shall be authorized to exercise the authority of the Board of Directors to the extent provided in the resolution creating any such committee. Any such committee shall act by majority vote, and shall have a quorum of one-third of the member Directors with not less than two Directors.

The Administration Committee is comprised of the following: President, First Vice-President, Second Vice-President, President's Designate, and both Director of Member Relations and Executive Director as ex-officio.

SECTION 4.03. NATIONAL ADMINISTRATIVE COUNCIL

The National Administrative Council shall consist of the Administration Committee, the Regional Chairs, National Sport Chairs and the Director of Member Relations (ex-officio). It shall have a quorum of one-third of the members and shall act by majority vote. It shall meet annually at the Annual Convention. It shall serve as a forum for discussion of national tournament business and shall make recommendations to the Board of Directors. Its other powers shall be as specified by the Board of Directors.

SECTION 4.04. NATIONAL SPORTS COUNCIL

The National Sports Council shall consist of the National Sport Chairs, Administration Committee and the Director of Member Relations (ex-officio). It shall have a quorum of one-third of the members and shall act by majority vote. Its powers shall be as established by the Board of Directors.

SECTION 4.05. NATIONAL ELIGIBILITY COMMITTEE

The National Eligibility Committee shall consist of the Director of Member Relations, who shall serve as National Eligibility Chair, the First Vice-President, and a representative from Division I and Division II, appointed by the Director of Member Relations. The National Eligibility Committee shall receive and review all eligibility cases and appeals. The power of the committee shall be as established by the Board of Directors.

ARTICLE V: OFFICERS

SECTION 5.01. ELECTION

The following officers shall be selected every three years (or when vacancies arise): National Sport Chair, Regional Chair, and other Regional Officers. (a) The Second Vice-President shall be elected every three years by a majority of the participating institutions and confirmed by the Board of Directors. At the end of the term, the Second Vice-President shall automatically succeed the First Vice-President. At the end of that term, the First Vice-President shall automatically succeed the President. If the Second Vice-President or First Vice-President resigns, dies, is removed, or otherwise cannot succeed to the next office, a new First Vice-President or Second Vice-President, respectively, shall be elected and confirmed as above. (b) The National Sport Chairs, Regional Chairs and other Regional officers shall be nominated and confirmed as provided in SECTIONS 5.13 through 5.15 respectively, every three years.

SECTION 5.02. APPOINTMENT

The following officers shall be appointed: an Executive Director and other approved positions. Such officers shall be appointed by majority vote of the Board of Directors.

SECTION 5.03. OTHER OFFICERS

The Board of Directors, at any time and from time to time, may appoint such other officers as it shall deem necessary, who shall hold their offices for such terms as shall be determined by the Board of Directors and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors or the Executive Director.

SECTION 5.04. MULTIPLE OFFICES

Where necessary, any person may hold two offices.

SECTION 5.05. COMPENSATION

The salaries of the officers of the corporation shall be fixed by the Board of Directors.

SECTION 5.06. TERM

Each officer of the corporation under SECTION 5.01 shall hold office for three years and each officer under SECTION 5.02 shall hold office until his/her successor is chosen or until his/her earlier resignation, death, or removal.

SECTION 5.07. PRESIDENT

The President shall serve as Vice-Chair of the Board of Directors unless elected as Chair. Shall chair the Administration Committee and serve on all other subcommittees as an ex-officio member. Shall develop the agenda for the Administration Committee. Shall serve on the Executive Committee of the Board of Directors. Shall chair the Annual Meeting and present the State of the Association report at the Convention. Shall assist in the selection of the Hall of Fame Award and Wilhelmi-Haskell Award recipients. In concert with the National Office staff, shall attend any national athletic/educational meetings deemed appropriate. Shall sign such papers as deemed necessary by the Board of Directors or as required by various institutions (banks, etc.). Shall submit a report of activities to the Board of Directors at each meeting. Shall request necessary reports and/or information from the National Office as deemed necessary. Shall appoint the President's Designate upon assumption of office on July 1. In concert with the Board Chair, shall make interim appointments to any vacant office (Executive Director, First and or Second Vice-President, etc.). Shall work in concert with the National Office staff to insure proper procedural path for changes to the NCCAA Handbook.

SECTION 5.08. EXECUTIVE DIRECTOR

The Executive Director shall manage the affairs and direct the work and employees of the corporation subject to and in accordance with the directions of the Board of Directors; shall be a member of the Board of Directors and the Executive Committee; shall appoint the members of all committees unless these Bylaws provide otherwise for their selection; shall be an ex-officio member of all committees; shall prepare the agenda for all meetings of the Board of Directors and the Executive Committee; shall prepare annual budgets and additional budgets as needed for the approval of the Board; shall

be authorized to incur expenses in accordance with the approved budget or as directed by the Board; shall report the work and affairs of the corporation to the Chair of the Board and the Board of Directors at the annual and other meetings; and shall represent the NCCAA on all fundraising calls as available.

SECTION 5.09. DIRECTOR OF MEMBER RELATIONS

The Director of Member Relations shall report to the Executive Director; shall serve as the staff liaison to the Administration Committee; shall keep complete copies of records and minutes of meetings of the National Sport Council, National Eligibility Committee, and National Administrative Council; shall prepare and furnish blank forms and other printed materials as needed; shall procure trophies, banners, plaques, and other awards as needed; shall approve schedules and arrangements for all NCCAA championship events; shall annually update the NCCAA Official Handbook; shall receive and file regional reports; and shall perform such other duties as may be incidental to that office.

SECTION 5.10. DIRECTOR OF COMMUNITY RELATIONS

The Director of Community Relations shall report to the Executive Director; shall serve as the staff liaison to the Advancement Committee; shall assist with process and procedures of both local and national fundraising; shall oversee and assist in the development of printed materials, the website and media releases; shall develop schedules for National Office Staff to attend appropriate community functions.

SECTION 5.11. VICE-PRESIDENTS

- a. First Vice-President. Shall be directly responsible to the President and may assume duties of the President in the President's absence. Shall assume the President's office at the end of three-year term (beginning July 1) or upon resignation of the President. Shall serve on the Administration Committee and, when the President is unable to do so, serve as an ex-officio member of all subcommittees. Shall assist in the development of the agenda for Administrative Committee meetings. In concert with the Director of Member Relations, shall coordinate activities of Regional Chairs. Shall serve on the National Eligibility Committee. Shall conduct Second Vice-President interviews at the Annual Convention and present candidates at the Annual Meeting. Shall attend the Regional Chair meeting and assist the Director of Member Relations as needed.
- b. Second Vice-President. Shall serve on the Administration Committee and assist in the selection of the Sports Ministry Award recipient. Shall attend the National Sport Chair meeting and assist the Director of Member Relations as needed. Shall assist the Director of Member Relations in coordinating National Sport Chairs activities, reviewing all National Awards and preparing the Awards Presentation for the Annual Convention, and statistical procedure for all sports. Shall serve as the Secretary of the Board of Directors and submit minutes to the National Office for dissemination within five days of meeting adjournment. Shall assume the First Vice-President's office at the end of the three-year term (beginning July 1) or upon the resignation of the First Vice-President.

SECTION 5.12. SECRETARY

The Secretary shall be appointed by the Chairman of the Board of Directors and shall take minutes of the Board of Directors meetings and submit them to the Board for approval via the National Office.

SECTION 5.13. NATIONAL SPORT CHAIR

- a. Function. A National Sport Chair for each sport shall be responsible for directing a national NCCAA competition in his/her particular sport.
- b. Selection. Each National Sport Chair shall be nominated by a majority vote of the sport coaches at the national coaches' meeting, and shall be confirmed by a vote of the Board of Directors.
- c. Duties. The National Sport Chair shall conduct the NCCAA National Championship in his/her respective sport, in concert with the Championship Director and/or Vice-Chair of the sport; shall recommend a host site (two years in advance), date and budget for the National Championship to the Director of Member Relations; shall conduct all coaches' meetings; shall submit the National Championship Reporting Form to the National Office within seven days following the National Championship; shall submit policy changes, procedures and recommendations from the coaches' meetings to the Director of Member Relations 45 days prior to the Annual Convention; shall submit a complete financial report of the National Championship (as provided by the host); shall serve on the National Sports Council for the purpose of evaluating the policies, procedures and programs of the Association and to make recommendations for improvements; shall not enter into any vendor contractual agreement without the permission of the NCCAA Executive Director.

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- d. Expense Reimbursement. Each National Sport Chair shall be entitled to reimbursement by the National Office for reasonable travel expenses, including meals and lodging, incurred in attending the NCCAA Annual Convention.

SECTION 5.14. REGIONAL CHAIR

- a. Function. The Regional Chair shall direct and administer all NCCAA sports competition in his/her respective region with the assistance of each Regional Sport Chair.
- b. Selection. Each Regional Chair shall be elected by a majority vote of the participating institutions within the region; shall be confirmed by a vote of the Board of Directors; and shall serve a three year term.
- c. Duties. The Regional Chair shall direct and administer NCCAA sports within their respective region; shall set regional meeting dates, chair those meetings, keep minutes, and communicate with the Director of Member Relations as well as all member institutions within the region; shall screen applicants from prospective regional institutions within the region for membership, in concert with the Director of Member Relations; shall serve on the National Administrative Council; shall serve as the Eligibility Agent for the region or appoint a person to directly handle the eligibility certificates for which each region is ultimately responsible; shall develop unity among member institutions within the region; shall select and work with Regional Sport Chairs in regional playoffs; shall complete a year end report that includes results from regional championships, All-Region Teams, Regional Coach of the Year, and other special awards for the region; shall update the Regional Handbook each year and send a copy to the Director of Member Relations and each member institution in the region; shall maintain the history of the region, including awards and championship information and results; shall represent the region at the NCCAA Annual Convention; and shall not enter into any vendor contractual agreements without the permission of the NCCAA Executive Director.
- d. Expense Reimbursement. Each regional chair shall be reimbursed by the NCCAA National Office for onsite expenses incurred at the Annual Convention, limited to meals and lodging. Each region shall cover travel and administrative expenses incurred for NCCAA business including transportation expenses to the NCCAA Annual Convention, pending the region's financial structure.

SECTION 5.15. REGIONAL OFFICERS

- a. Offices. Each region shall have a Regional Secretary-Treasurer, a Regional Sport Chair for each sport, and such other officers as necessary.
- b. Selection. Such officers shall be selected by a majority vote of the participating institutions within the respective regions that vote at the regional meeting.
- c. Duties. Each Regional Chair shall specify the duties.

SECTION 5.16. NATIONAL ELIGIBILITY CHAIR

The National Eligibility Chair shall preside over the National Eligibility Committee and shall coordinate the processing of applications for disputes about eligibility. The National Eligibility Chair shall be appointed by the Board of Directors.

SECTION 5.17. REMOVAL

The Board of Directors may remove any officer with or without a cause whenever, in its judgement, the best interests of the corporation shall be served thereby. Election or appointment of an officer or other agent shall not of itself create contract rights.

SECTION 5.18. RESIGNATION

Any officer may resign at any time, on written notice to the Board of Directors, to take effect immediately, unless a future effective date is specified, without prejudice to any rights of the corporation under any contract to which the officer is a party.

SECTION 5.19. VACANCIES

A vacancy in any office shall exist on the death, resignation, or removal of any officer. In case of vacancy, a new officer shall be selected pursuant to SECTIONS 5.01 and 5.02. In case of the death, removal, or resignation of any officer of the corporation, the Board of Directors may select an interim officer, or may delegate any or all of the powers or duties of such officer to any officer or Director, until the selection of replacement officer pursuant to SECTIONS 5.01 and 5.02.

ARTICLE VI: PARTICIPATING INSTITUTIONS & UNIVERSITIES

SECTION 6.01. ELIGIBLE INSTITUTIONS

- a. Definitions. A participating institution, as used herein, is one that has been approved for participation in athletic competition sponsored or approved by the NCCAA. Institutions, as used herein, shall include the undergraduate schools of universities and Bible colleges or institutions that meet the requirements of this section. Academic year, as used herein, shall mean July through June of each year.
- b. Academic Program. To be eligible, an institution must offer an accredited four-year program with academic standards acceptable to the Board of Directors. Only accredited Christian institutions with four-year programs are eligible for regional or national championships. Exceptions may be requested by institutions recognized by their State Board/Department of Education.
- c. Christian Statement of Faith. To be eligible, an institution must sign and comply with the Statement of Faith of the NCCAA. To be eligible for continued participation, each participating institution must also sign and comply with the Statement of Faith each year.
- d. Admission Standards. To be eligible, institutions must admit student-athletes and non student-athletes under the same admission standards, and enroll them through the same regular academic procedure.

SECTION 6.02. APPLICATION, NOMINATION & CONSIDERATION

- a. Application. Any accredited Christian institution offering a four-year degree-granting program may submit an application to the NCCAA. The NCCAA National Office may send application materials to an applicant institution on request by the Regional Chair or prospective school and shall send notification of the deadline for final approval with application material sent. NCAA Division I members (full, exploratory or provisional) are not eligible for membership in the NCCAA due to the absence of any reciprocal agreements with NCAA Division I Management Councils.
- b. Nomination. A majority of the participating institutions in the Region must approve the institution for participation in the NCCAA by a majority vote, pursuant to SECTION 6.07, before the application may be sent to the Administration Committee.
- c. Deadline. Unless modified by the Board of Directors, in extraordinary circumstances only, August 1 is the deadline for final approval of the application of a prospective participating institution in order for that institution to participate in the sports competition for the academic year.
- d. Consideration. The completed application materials shall be considered by the Administration Committee. That committee shall recommend to the Board of Directors that it confirms or rejects participation.

SECTION 6.03. CONFIRMATION

- a. Confirmation. The Board of Directors shall consider applications for participation and must confirm the nomination before an institution may participate in NCCAA competition.
- b. Notification. The Director of Member Relations shall notify the Regional Chair and the Athletics Director of the applicant institution regarding the decision of the Board of Directors.
- c. Materials Sent. If the application is approved, the Director of Member Relations shall send the following to the Athletics Director of the new participating institution: the NCCAA Official Handbook, other necessary materials, and a bill for the current dues. The new participant shall not be entitled to participate in sports competition until the NCCAA receives payment of all dues (due August 15).

SECTION 6.04. RENEWAL PERIOD

- a. Deadline. Each participating institution must renew its participation on or before July 15 in order to participate in sports competition for the following academic year. Full-time undergraduate enrollment, division of institution and number of NCCAA sponsored sports shall determine each institution's annual dues.
- b. Requirements. For a renewal of participation, a participating institution must send the renewal information sheet by the July 15 deadline and dues by the August 15 deadline.

SECTION 6.05. DUES

- a. Amount. Dues structure shall be approved by the Board of Directors. All non-dually affiliated members (NAIA & NCAA only) must also remit their annual Catastrophic Insurance (CAT) premium to the approved NCCAA provider by August 15 each year.

- b. Deadline. Annual dues are due on July 1 and are payable thereafter. They are delinquent if not paid by August 15 of each year.
- c. Disqualification. If dues are not received by the August 15 deadline, the participating institution may be disqualified from national and regional championships during that academic year.

SECTION 6.06. ANNUAL MEETING

The Annual Meeting of participating institutions shall be held once a year, in conjunction with the Annual Convention. Each institution shall be required to have a voting delegate at the Annual Meeting and Convention. Failure to have a delegate in attendance shall result in suspension of all sports for the upcoming academic year. A member institution may utilize the Proxy Ballot (see [Forms & Procedures](#)) once every three years when attendance is not possible by any institutional representative.

SECTION 6.07. VOTING

- a. At Annual Meeting. Any vote of participating institutions required or permitted by these Bylaws may be taken at the Annual Meeting. A motion shall carry by majority vote of those institutions present and voting unless these Bylaws require a different percentage of the institutions present and voting. Each participating institution shall have one vote, which shall be cast by the representative authorized to vote by the institution. No quorum shall be required because there are no legally designated numbers.
- b. By Mail Vote. A mail vote is not permitted for the amendment of Bylaws except when a majority of delegates present at the Annual Meeting appropriately discuss and recommend such a vote to the membership. Then, ballots shall be sent to the representative designated by each institution, by the Executive Director for organization-wide votes, by the National Sport Chairs for sports-wide votes, and by the Regional Chairs for region-wide votes. A motion shall carry by majority vote of those institutions who respond within the time limit stated, or otherwise within two weeks, unless these Bylaws require a different percentage of the institutions. Each participating institution shall have one vote, which shall be cast by the institution's Athletics Director, unless the institution has authorized some other person. No quorum shall be required because there are no legally designated numbers.

ARTICLE VII: ATHLETIC COMPETITION

SECTION 7.01. REGIONS

Regions shall be established and changed when necessary by the Board of Directors. A participating institution that desires to participate in a different region for play-off competition must make that request in writing to the Director of Member Relations to be presented to the Administration Committee who shall make a recommendation to the Board of Directors.

SECTION 7.02. DIVISIONS

- a. Division I. The Board of Directors shall establish divisions within a sport. Division I shall consist of four-year Christian liberal arts institutions.
- b. Division II. Division II shall consist of member institutions that are designated Bible colleges or institutions that require every student enrolled to graduate with 20 hours of Bible. Division II institutions shall grant no athletic scholarship to any student-athletes and shall not grant any special financial aid or scholarships to student-athletes unless offered equally to other members of the student body.

SECTION 7.03. AUTHORIZED SPORTS

- a. Current Sports. The current authorized sports for national competition are baseball (Divisions I & II), men's basketball (Divisions I & II), women's basketball (Divisions I & II), men's and women's cross country, men's golf, men's and women's indoor track and field, men's soccer (Divisions I & II), women's soccer (Divisions I & II), softball, men's and women's tennis, men's and women's track and field, and women's volleyball (Divisions I & II). These may be changed, when necessary, by the Board of Directors.
- b. Additions. A sport is authorized for national championships only after successful invitational tournaments or meets sanctioned by the NCCAA has occurred for a minimum of three years, unless shortened by the Board of Directors, and then only when the sport is authorized as a national championship sport by the Board of Directors.

- c. Criteria. The following criteria are used in assessing whether a sport should be authorized for national competition: (1) it must have sufficient financial backing or support to be totally independent and solvent, (2) it must have sufficient participation among member schools in order to represent competition on a national scope, and (3) it must enjoy sufficient interest among member schools so that participation shall provide a competitive quality sufficient for a national champion to be recognized.

SECTION 7.04. AUTHORIZED COMPETITION

- a. NCCAA. No sport competition of any type, whether national or regional, shall be sanctioned as an NCCAA sport activity unless it is under the direct supervision and control of the National Sport Chair and Director of Member Relations. Championship dates, both Regional and National, shall be set by the Administration Committee in concert with the National Administrative Council (NAC).
- b. Host Institution. Any athletic competition shall be under the direct control and supervision of the institution administration of the host institution and the Director of Member Relations, and no member institution shall participate in any athletic competition that is not under such direct control and supervision.
- c. Other Sports. A sports event in a sport not approved by the NCCAA is neither authorized by nor sponsored by the NCCAA unless that sports event is specifically approved in writing by the Board of Directors. Requests for approval of particular sports events should be submitted in writing to the Director of Member Relations.

SECTION 7.05. NCCAA NAME, LOGO & SPONSORSHIP

- a. NCCAA Services. Services provided for authorized competition in authorized sports include NCCAA logos for use in game programs and other promotional material, a message from the NCCAA President or Executive Director for use in programs and other promotional material, NCCAA special event banners for display, listing NCCAA publications, and other services for a nominal fee.
- b. Authorized Activities. Only authorized competition in approved sports is entitled to the above services and then only with the written consent of the Executive Director.
- c. Executive Director's Consent. The written consent of the Executive Director must be given before the NCCAA logo or the NCCAA name may be used in any way in connection with any sport, competition, event, or activity whatsoever.
- d. Use Fee. If the NCCAA logo or the NCCAA name is used on any item, article, or other thing that is sold, the participating institution making such sale or benefiting in any way from such sale shall pay a usage fee of ten percent (10%) of the net proceeds to the NCCAA headquarters. Payments shall be made quarterly by March 15, June 15, September 15, and December 15.

SECTION 7.06. TELEVISION & RADIO COVERAGE

- a. Regional Competition. The Regional Chair may arrange radio or television coverage for regional competition. For radio coverage, no notification or prior approval of the Board of Directors is required. For television coverage, notification of the coverage and written approval by the Executive Director is necessary. The NCCAA shall seek opportunity for proper advertising.
- b. National Sport Competition. Radio and television coverage of National Championship competition may be arranged through the Executive Director. Requests must be submitted in writing to the Executive Director, and subsequent written approval must be obtained. If approved, a \$100 per game or \$250 per championship must be paid to the National Office before the first broadcast.

SECTION 7.07. RECRUITING GUIDELINES

- a. Principles. The following principles govern recruitment and campus visitation of prospective student-athletes. The student-athletes should be protected in maintaining normal academic progress while still in high school or junior college. Recruitment should be coordinated with the overall policies that affect enrollment of new students to the institution. The obvious cons of tryouts should be avoided that conflict with the aim of making the intercollegiate program an integral part of the total scholastic program.
- b. Limited Tryouts. Individual or group tryouts may be conducted for the purpose of assisting in the assessment of athletic promise, if tryouts are a part of the general institutional policy in the procurement of students with special talents.
- c. No Expense Reimbursement. No reimbursement shall be made for any part of the travel expense of prospective student-athletes who visit with the participating institution, either in the form of reimbursement by the participating

institution or by any individual or organization, unless the practice is part of the general institution policy in the recruiting of all students and not just limited to student-athletes.

- d. No Conflicting Visiting Time. No visits of prospective student-athletes shall involve loss of school time for them except where visitation occurs as part of a normal visitation program of the institution and is approved by the administration of both the institution and the visiting prospective student-athlete's institution.
- e. No Contact. No coach or other representative of a participating institution shall contact a student-athlete who has matriculated to another institution.
- f. Reporting Contacts. If a student-athlete who has matriculated to another institution contacts the Athletics Director or a coach of a participating institution, the contacted institution shall have the responsibility to notify in writing the institution where the student-athlete is presently enrolled within ten days following the first contact.
- g. Investigation. If a contact that violates this section is reported to the Director of Member Relations, the Administration Committee shall immediately investigate the case and take appropriate action.

SECTION 7.08. HIGH SCHOOL ALL-STAR CONTESTS

Such competition is permissible only if sanctioned by state high school federations, the National Federation of State High School Associations, or approved state or national Christian school associations. The Board of Directors shall determine whether a particular organization that has sanctioned All-Star competition conforms to this section.

SECTION 7.09. CHRISTIAN CONDUCT CODE

- a. Principles. It shall be the responsibility of a participating institution to enforce the highest principles of deportment, courtesy, and Christian conduct.
- b. Prohibited Practices. Representatives of participating institutions, including coaches and student-athletes, must refrain from the use of profane or abusive language, homosexual behavior and practices such as the use of and promotion of illegal drugs, alcoholic beverages, and tobacco.
- c. Sports Competition. No national or regional sports event under the auspices of the NCCAA shall allow any use of beer, wine, liquor, other forms of alcoholic beverages, non-therapeutic drugs, or tobacco. This shall be interpreted to prohibit their sale, sponsorship, or advertising in programs, radio, television, or other promotional media. This shall also include prohibiting the bringing of alcoholic beverages or non-therapeutic drugs into, or at the site of, any event under the auspices of the NCCAA.
- d. Advertising. The use of tobacco, illegal drugs and alcoholic beverages in advertising shall be prohibited from use in game programs, radio and television sponsorship, or in any other way to promote any sports event under the auspices of the NCCAA.
- e. Institutional Sports Events. Participating institutions in the NCCAA are also expected to adhere to this national policy in the administration of their institutional sports program events.
- f. Violations. Any violation of this section shall result in discipline, censure, penalties, probation, suspension, and/or termination as imposed by the Administration Committee.

SECTION 7.10. SANCTIONS

In applying to the NCCAA and participating in NCCAA sports competition, participating institutions agree to conform to all NCCAA rules and to the Board of Directors' rights to impose the following sanctions:

- a. General Sanctions. The Administration Committee may punish violation of these and/or other rules, in its sole discretion, by any or all of the following measures: discipline, censure, penalties, probation, suspension and/or termination.
- b. Procedure. Charges against any participating institution, its coach or its student-athlete(s) shall be filed with the Director of Member Relations. The Administration Committee may initiate investigation of any alleged violation of rules and regulations. The administration of the charged participating institution shall have an opportunity to present its case, generally by correspondence, unless the Administration Committee specifies otherwise. The Director of Member Relations shall inform the President and Athletics Director of the charged participating institution, in addition to the Regional Chair, of all action taken by the Administration Committee and the Board of Directors.
- c. Statistics Penalty. If a participating institution is suspended, no statistics regarding that institution shall be included in statistical releases or in NCCAA record books. However, statistical records of an individual may be counted toward a total four-year record. If suspension or another penalty is limited to one or more specified sports, only such sports shall be affected.
- d. Ineligible Student-Athletes. No participating institution shall permit the use of a student-athlete who is ineligible according to the NCCAA rules and standards. Any participating institution that violates this rule may be subject to

suspension from competing in all national and regional NCCAA events pending a full investigation by the Board of Directors.

- e. Delinquent Eligibility Reports. If any participating institution is delinquent in filing its eligibility with the Regional Chair and the Statement of Faith with the National Office, it shall be declared ineligible to participate in any postseason competition in any sport in which it is delinquent for that season; shall not enjoy the statistics service of the NCCAA until eligibility is cleared; shall be suspended from participation in any NCCAA national and regional sports events until eligibility is cleared for the delinquent sport; shall be investigated by the Board of Directors for possible censure or suspension of the participating institution; and shall disqualify its student-athletes and coaches in the delinquent sports from NCCAA national and regional awards.
- f. Christian Conduct Code. If any participating institution violates, permits or condones violation of the Code of Christian Conduct in SECTION 7.10 herein, the Board of Directors may use any or all of the sanctions herein that, in its sole discretion, it deems appropriate.
- g. Delinquent Dues. The participation of any participating institution shall be suspended if it has not paid its annual dues before August 15 and shall be terminated automatically if it has not paid its dues in full one month thereafter.

SECTION 7.11. TERMINATION

- a. Resignation. A participating institution may resign its participation at any time.
- b. Involuntary Termination. If a member institution fails to maintain the academic and athletic standards required for membership or fails in the area of ethics, eligibility, or Christian conduct, the Board of Directors, in harmony with the National Sport Chair (where necessary) and Regional Chair, may take the following disciplinary steps:
 - 1. Supervisory Probation. This status constitutes a “watch” policy by the Board of Directors and the Regional Chair. The length of the term shall be at least one year and no longer than two years. Under this status, there shall be no restriction of a team’s participation. Players shall be eligible for honors.
 - 2. Restrictive Probation. This status is usually directed at, but not limited to, one particular sport at a member institution and shall restrict that team (or teams) from participating in post season competition and prohibits any individual on that team (or teams) from receiving honors for up to two years.
 - 3. Suspension. Status usually directed at, but not limited to, a particular sport to take effect at the end of the season. Teams on suspension shall not be allowed to compete at the NCCAA level for at least one season, and not more than two, including post season play. No honors shall be allowed for the team members.
- c. Reinstatement. Following the designated period of discipline, the member institution may be reinstated to full participation status upon the approval of the Board of Directors.

SECTION 7.12. REHEARING

In any of the cases listed above, an institution may petition the Board of Directors in writing for a rehearing. The appropriate documents and written justification must be submitted within one month of the decision to sanction. The institution must also show steps to prevent recurrence of such actions. The rehearing process shall normally take four to six weeks thereafter.

ARTICLE VIII: MISCELLANEOUS PROVISIONS

SECTION 8.01. AMENDMENT

Amendment to these Bylaws may be sponsored by an Athletics Director, regional bodies, sport bodies, national standing committees, or by the Board of Directors. All amendments to the Bylaws must be reviewed by the Board of Directors and mailed to all participating member institutions 45 days prior to the Annual Meeting. The proposed amendment shall be read to the voting delegates at the Annual Meeting. After a discussion of the proposed amendments, the voting delegates shall cast their ballot for or against the amendment. Upon receiving two-thirds approval vote, the proposal shall become effective on July 1, unless otherwise stated.

SECTION 8.02. DISSOLUTION

The Board of Directors may cease corporate activities and dissolve the corporation as provided in ARTICLE IX of the Articles of Incorporation of the corporation.

SECTION 8.03. INDEMNIFICATION

The corporation shall indemnify its Directors and Officers and may indemnify its employees and agents to the same or a narrower extent. The Board of Directors may obtain liability insurance coverage for any or all of the corporation's directors, officers, employees, or agents.

SECTION 8.04. RACIAL DISCRIMINATION POLICY

NCCAA shall admit students and coaches of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally recorded or made available to students and coaches in all sports competition and other NCCAA activities. NCCAA shall not discriminate on the basis of race, color, national and ethnic origin in employment or in administration of its sports competition, educational policies, admissions policies and outreach funding programs.