

CONSTITUTION

Article I - Name

The name of the organization shall be the Division III Commissioners Association.

Article II - Purpose

The purpose of the Association shall be to encourage and promote high quality intercollegiate athletics programs. The Association proposes to accomplish this end by promoting mutual trust and friendly relations among its members and by developing and adopting policies of athletic competition consistent with sound educational philosophy. In addition, the Association is committed to the exchange of ideas, programs, and materials which will enhance the intercollegiate athletics programs of their respective colleges and universities. (The objectives of the Association shall be further advanced by analyzing and developing a position relative to all NCAA legislation.)

The Association shall seek to cultivate and develop the highest athletic potential of its members by encouraging the constant pursuit of excellence through the concerted effort of the total membership.

Article III - Officers

The officers of this Association shall be a President, Vice President, and Secretary-Treasurer. There shall be an Executive Committee of the Division III Commissioners Association and it shall consist of the following persons: Past President, President, Vice President, Secretary-Treasurer, and three At-Large Representatives. The Executive Committee shall serve as the Nominating Committee.

Article IV - Election

The officers shall be elected at the annual meeting of the Association by a majority vote of the members present and shall hold office for a period of two years. The Vice President shall succeed the President at the conclusion of their terms. The Secretary-Treasurer shall be elected for a four-year term and may be re-elected. At-Large Representatives shall be elected for a three-year term and shall not be eligible for immediate re-election. The terms of the At-Large Representatives shall be staggered so that one At-Large representative is elected each year. Should any of these positions become vacant during the year, the Executive Committee shall appoint a person to fill the vacant position until an election can be held at the Annual Meeting. Persons filling an unexpired term shall be eligible for immediate re-election.

Article V - Membership

Section I. The membership of the Association shall be limited to those commissioners or chief executive officers of Division III intercollegiate athletic conferences that are members of the National Collegiate Athletic Association.

Section II. Requirements for admission to the Association

1. Make application for membership in the Association on forms provided by the Secretary-Treasurer.
2. The application for membership shall include a certification to be completed by the applicant that indicates agreement, both in substance and spirit, with the Constitution, Bylaws,

rules, and regulations of the Association.

Article VI - General

The duties of officers and all regulations deemed necessary and proper for conducting the business and managing the affairs of the Association shall be set forth in the Bylaws. Each conference shall be entitled to one vote on Association matters, which shall be cast by its chief executive officer. A conference may appoint a person other than its chief executive officer as its voting delegate, provided its officers have certified that designation to the president prior to the meeting.

Article VII - Amendments

An amendment to this Constitution may be proposed by any member of the Association. The membership of the Association shall be provided not less than thirty days notice prior to acting upon any proposed amendment. Adoption of an amendment to this Constitution shall require an affirmative vote of three-fourths of the members present at the meeting during which the amendment is considered, or by the affirmative mail vote of three-fourths of the total membership of the Association.

BYLAWS

Article I - Finances

Section I. The annual dues of the Association shall be determined by the membership at the Annual Meeting. The dues are payable on or before the date of the Annual Meeting.

Section II. The Association shall operate as a non-profit organization. The Association shall receive funds solely for the purpose of advancing the educational programs of the Association and no monies shall be used for the benefit of any individual member of the Association.

Article II - Officers

Section I. Duties of the President. The President shall preside at all regular and special meetings of the Association, appoint committees, and perform such other duties as normally pertain to that office. The President shall not forfeit voting privileges because of service as the presiding officer.

Section II. Duties of the Vice President. The Vice President shall preside at meetings in the absence of the President and shall assume the responsibilities of the President in the absence of the President.

Section III. Duties of the Secretary-Treasurer. The Secretary-Treasurer shall maintain an accurate record of the proceedings of the Association. Notices of annual and special meetings of the Association shall be furnished the members by the Secretary-Treasurer in a due and timely manner. No later than 30 days following each meeting of the Association the Secretary shall furnish each member a copy of the minutes of that meeting.

The President shall collect all funds due, deposit the same to the account of the Association, and disburse funds as provided in the Bylaws, or as may be directed by the membership. At the Annual Meeting, a detailed report of receipts and disbursements reconciled to bank balances shall be presented to the members.

Section IV. Duties of the Executive Committee. The Executive Committee shall conduct the business of the Association between meetings and shall convene special committees to assist in that process as necessary.

Article III - Meetings

Section I. Time and Place There shall be one Annual Meeting of the Association and such other special meetings as may be determined by the Association. The site of the meeting shall be that of the annual NCAA Convention at a time selected by the President.

Section II. Notice of Meetings.

The Secretary-Treasurer shall provide notice of the annual meeting and all other meetings to all members of the Association at least thirty (30) days prior to the date of the respective meeting.

Article IV - Quorum and Vote

Section I. A majority of Association members shall constitute a quorum for the transaction of business. No business, other than adjournment, may be conducted at any meeting unless a quorum is present.

Section II. Each member of the Association is entitled to one vote on any question presented to the Association in conformity with its Constitution and Bylaws. The President may conduct a mail vote on any question provided that vote is delivered in writing.

Section III. Policies, rules, and regulations adopted by the Association shall become effective immediately unless otherwise specified.

Article V - Standing Committees

The standing committees of the Association shall include the following committees with their designated chairs.

1. Program Committee Vice President
2. Membership Committee Secretary-Treasurer
3. Executive Committee President

Article VI - Amendment

The Bylaws may be amended at any meeting of the Association by the affirmative vote of three-fourths of the members present or by the affirmative mail vote of the three-fourths of the total membership of the Association.

