

University Athletic Association

Governing Documents

Constitution

Bylaws

Administrative Procedures

University Athletic Association

Constitution

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• ARTICLE I — NAME

The name of this organization shall be the “University Athletic Association” (*UAA*).

• ARTICLE II — PURPOSE

The purpose of this Association is to encourage athletic competition among a select group of major research institutions that are committed to high standards for academic excellence and to providing a diversity of high quality academic and co-curricular programs for their students.

• ARTICLE III — FUNDAMENTAL PRINCIPLES

Section 1. The Chief Executive Officers of the member institutions (“The Presidents Council”) shall be ultimately responsible for the direction and all policies of this Association.

Section 2. The Chief Executive Officer shall be ultimately responsible for the control of athletics at each institution.

Section 3. Athletics shall be integral to the overall educational mission of the member institutions.

Section 4. Equal opportunities in athletics shall be provided for men and women.

Section 5. The Association and its members place confidence in the integrity of each member to carry out the regulations and spirit of the Constitution and Bylaws of this Association. Membership shall be granted on this basis. Membership in the Association may be continued so long as these principles are conscientiously applied.

• ARTICLE IV — MEMBERSHIP

Section 1. Eligibility for Membership — Universities that grant the baccalaureate degree, are fully accredited, have strong graduate programs, and observe the principles set forth in the Constitution and Bylaws of this Association shall be eligible for election to membership in this Association. All member institutions shall be classified Division III by the National Collegiate Athletic Association (NCAA).

Section 2. Election of Membership — The Bylaws shall prescribe the procedure by which election to membership shall be effected.

Section 3. Annual Dues — Dues shall be prescribed by the Bylaws.

Section 4. Termination of Membership

- a. The membership privilege of any member failing to maintain the conditions of membership may be terminated or suspended or the member otherwise disciplined by a vote of two-thirds of the designated voting delegates present and voting at the Annual Meeting of the Delegates Committee provided:
 - (1) Notice of intention to move such termination, suspension, or other disciplinary action is given to the members and to the Secretary-Treasurer of the Delegates Committee at least 45 days prior to the Annual meeting, and
 - (2) Such notice is included in the official notice of the Annual Meeting of the Delegates Committee.
- b. Any member failing to pay dues before the date set for the Annual Meeting shall be denied voting privileges.
- c. Any institution wishing to resign from the association shall send a notice to the Secretary-Treasurer of the Delegates Committee two full years in advance of official withdrawal.

• **ARTICLE V — ORGANIZATION**

Section 1. Presidents Council

a. Membership

- (1) The membership of the Presidents Council shall include the Chief Executive Officer of each member institution.
- (2) The Chair shall rotate according to the following biannual rotation. The Vice Chair shall be the Chair's counterpart next in order of institutions listed:

July 1, 2006 — June 30, 2008	Washington University
July 1, 2008 — June 30, 2010	University of Rochester
July 1, 2010 — June 30, 2012	University of Chicago
July 1, 2012 — June 30, 2014	New York University
July 1, 2014 — June 30, 2016	Emory University
July 1, 2016 — June 30, 2018	Case Western Reserve University
July 1, 2018 — June 30, 2020	Brandeis University
July 1, 2020 — June 30, 2022	Carnegie Mellon University

When a new member joins the Association, it is placed at the bottom of the above list.

- (3) The Chair shall serve as President and Chief Executive Office of the Association.

b. Duties

- (1) The Council shall review and approve all recommended changes of the Constitution and Bylaws.
- (2) The Council shall review and approve applications for membership and all exemptions to membership requirements.
- (3) The Council may refer matters for consideration and propose legislation for enactment by the members of the Delegates Committee.
- (4) The Council shall approve all actions of the Annual Meeting and all Special Meetings of the Delegates Committee.
- (5) The Council may appoint Special Committees of the Association.

c. Meetings

- (1) The Council shall meet at least once a year following the Annual Meeting of the Delegates Committee, and other times as may be necessary.
- (2) Attendance and participation at meetings of the Presidents Council shall be limited to the Presidents, Chancellors, or persons functioning as Chief Executive Officer of the member institutions. The Chair of the Delegates Committee (or, in his/her absence, the Vice Chair) shall attend all meetings of the Presidents Council as a source of information and liaison regarding activities of the other committees of the Association. The attendance of other individuals shall be at the invitation of the Council Chair.
- (3) Notice of a meeting and the agenda shall be received by the members of the Council at least thirty days prior to the meeting, and agenda materials shall be received at least fifteen days prior to the meeting.

Section 2. Delegates Committee

a. Membership

- (1) The membership of the Delegates Committee shall consist of up to four delegates from each member institution appointed by its respective Chief Executive Officer.

- (2) At least half of the delegates from each institution shall clearly represent the academic leadership of their respective institutions (faculty and academic administrators).

b. Duties

- (1) The Committee shall provide advice to the Presidents Council on policy recommendations and shall be responsible for implementing policies and directions adopted by the Presidents Council.
- (2) The Committee shall review and recommend to the Presidents Council changes of the Constitution and Bylaws.
- (3) The Committee shall review and approve applications for membership and all exemptions to membership requirements.
- (4) The Committee shall provide administrative oversight regarding the day-to-day operations of the Association.

Section 3. Officers of the Delegates Committee

- a. Designation** — The officers of the Delegates Committee shall consist of a Chair, Vice Chair, and Secretary-Treasurer.

b. Selection

- (1) The Chair shall rotate according to the following biannual rotation. The Vice Chair shall be the Chair's counterpart next in the order of institutions listed:

July 1, 2006 — June 30, 2008	Washington University
July 1, 2008 — June 30, 2010	University of Rochester
July 1, 2010 — June 30, 2012	University of Chicago
July 1, 2012 — June 30, 2014	New York University
July 1, 2014 — June 30, 2016	Emory University
July 1, 2016 — June 30, 2018	Case Western Reserve University
July 1, 2018 — June 30, 2020	Brandeis University
July 1, 2020 — June 30, 2022	Carnegie Mellon University

When a new member joins the Association, it is placed at the bottom of the above list.

- (2) Only designated voting delegates may serve as Chair and Vice Chair.

- c. Election** — The Secretary-Treasurer of the Delegates Committee shall be elected from the designated voting delegates or other active delegates of the Delegates Committee at the Annual Meeting and shall represent a member institutions other

than those represented by the Chair and Vice Chair. The Secretary-Treasurer shall be elected in odd years and shall serve a term of two years.

d. Duties

- (1) The Chair shall serve as the Chief Operating Officer of the Association and preside at all meetings of the Delegates Committee. The Chair shall be an *ex-officio* member of all committees.
- (2) The Vice Chair shall perform such duties appropriate to the office as directed by the Chair or Membership of the Delegates Committee. In the event of resignation, death, or inability of the Chair to discharge the duties of that office, the Vice-Chair shall assume the duties of the Chair.
- (3) The Secretary-Treasurer shall keep an accurate record of the proceedings of all meetings of the Delegates Committee. The minutes shall be distributed to the members of the Presidents Council and members of the Delegates Committee within 30 days of any official meeting.
- (4) The Secretary-Treasurer shall also account for all Association funds.
- (5) The officers of the Delegates Committee shall, with the addition of a female administrator or female faculty representative elected from the membership of the Delegates Committee, and the Chair of the Athletic Administrators Committee, comprise the Executive Committee. The female administrator or female faculty representative shall be elected in even years and shall serve a term of two years.

Section 4. Committees — The Bylaws shall provide for other Committees of the Association and specify the duties of each. The Bylaws shall also specify the duties of the Executive Committee.

Section 5. Meetings

- a. There shall be an Annual Meeting of the Delegates Committee at a time and place designated by the Executive Committee.
- b. Special Meetings may be called by the Executive Committee or upon petition of a majority of the voting delegates.
- c. Notice of a meeting and the agenda shall be received by the delegates at least thirty days prior to the meeting, and agenda materials shall be received at least fifteen days prior to the meeting.

• ARTICLE VI — REPRESENTATION AND VOTING

Section 1. Institutional Representation

- a. Each active member institution in good standing shall be entitled to one vote and may be represented at the Annual Meeting or Special Meetings of the Delegates Committee by up to four delegates who may actively participate in the proceedings of the meeting.
- b. The delegates shall be designated annually by the chief executive officer of their respective institution. The chief executive officers shall forward their lists of delegates for the coming year to the Secretary-Treasurer of the Delegates Committee prior to the Annual Meeting. In addition, the chief executive officers shall indicate which delegate shall serve as the “designated voting delegate” of the institution and the order in which the other delegates shall serve as alternates.

Delegates shall assume their duties following the Annual Meeting of the Delegates Committee and serve through the next Annual Meeting.

- c. Delegates must be regular, full-time members of the faculty or staff of the institution which they are to represent.

Section 2. Quorum and Voting

- a. A majority of the members of the Presidents Council and a majority of the Designated Voting Delegates, respectively, shall constitute a quorum for all meetings of the Presidents Council and Delegates Committee. Seventy-five percent of the members of the Executive Committee shall constitute a quorum for that body. Fifty percent of the members of all other committees shall constitute a quorum for the respective committees.
- b. All business presented for consideration at the Annual Meeting or a Special Meeting of the Delegates Committee shall be passed by a majority of the designated voting delegates present and voting, except as otherwise specified in the Constitution or Bylaws.
- c. Robert’s Rules of Order (Revised) shall be the parliamentary authority for the conduct of all meetings of the Delegates Committee and shall be the deciding reference used in case of parliamentary challenge.

• ARTICLE VII — BYLAWS

- Section 1. **Bylaws** — The Delegates Committee may adopt Bylaws, which are consistent with the provision of the Constitution, at any Annual Meeting or Special Meetings of the

Delegates Committee. Bylaws shall be approved by a majority vote of all designated voting delegates present and voting, and by a subsequent majority vote of the total membership of the Presidents Council, provided the membership has been given written notice twenty days prior to the meeting at which the vote is to be taken.

Section 2. Rules of Eligibility — The Association shall adhere to all regulations as set forth by the National Collegiate Athletic Association. More restrictive regulations may become a part of the Bylaws of this Association.

• **ARTICLE VIII — AMENDMENTS**

This Constitution shall be amended upon the recommendation made by a two-thirds majority of all designated voting delegates present and voting at the Annual Meeting or Special Meetings of the Delegates Committee, and by a subsequent majority vote of the total membership of the Presidents Council provided that the proposed amendment shall have been submitted in writing and received by the Secretary-Treasurer of the Delegates Committee at least thirty days preceding an announced meeting. The Secretary-Treasurer shall transmit copies to the members of the Presidents Council and the designated voting delegates of each member institution so the information is received at least twenty days prior to the meeting at which the vote is to be taken.

University Athletic Association

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• ARTICLE I — ORDER OF BUSINESS

Section 1. The order of business for any regular or Annual Meeting of the Delegates Committee shall be:

- a. Roll call of designated voting delegates and active delegates
- b. Minutes of the previous meeting
- c. Report of the Executive Committee
- d. Reports of the Officers and Committees
- e. Old Business
- f. New Business
- g. Election of Officers (Annual Meeting only)
- h. Adjournment

Section 2. The stated order of business of any meeting may be altered by the Chair unless there is an objection from the floor. In that event, a majority vote of the designated voting delegates shall be required to alter the order of business.

Section 3. The order of business at any Special Meeting shall be set by the Chair provided the business for which the meeting is called shall be given first attention.

• ARTICLE II — MEMBERSHIP

Section 1. Governing Provisions — Eligibility for membership, conditions, obligations, types of membership, suspension, and termination of membership are governed by the provisions of Article IV of the Constitution and this Bylaw.

Section 2. Membership Requirements

- a. It shall be the prerogative of each member institution to determine those sports in which it shall sponsor teams.
- b. Member institutions shall be expected to participate in all sports for which they sponsor teams and for which the Association sponsors competition.
 - (1) Sports in which an institution has sponsored teams but not participated in Association competition or in which an institution has made a contractual commitment to competition in another conference prior to September 1, 2001 shall be exempted from this provision.
 - (2) At a minimum, member institutions shall sponsor competition in seven sports for men and seven sports for women in which the Association sponsors competition including two round-robin sports for men and two round-robin sports for women.

- (3) When the membership of the Association agrees to add a sport in which it shall sponsor competition, it shall be the prerogative of each member institution to determine, within a period of three years from the start of competition, when it is appropriate for its team (if any) to begin competition within the Association in the newly added sport.
 - (4) When a member institution adds a team in a sport in which the Association sponsors competition, it shall be the prerogative of that institution to determine, within a period of three years following the addition of its new team, when it is appropriate for its team begin competition in that sport within the Association.
- c. The Association and its member institutions shall conduct athletic competition in a manner consistent with the guiding principles for athletic competition as defined in the Administrative Procedures of the Association.
 - d. Exceptions to these requirements shall be granted if approved by a three-fourths majority of the total membership of the Presidents Council. Such exceptions shall be granted in a manner consistent with the policies and procedures defined in the Administrative Procedures of the Association.
 - e. An institution wishing to become a member of this Association shall:
 - (1) Submit in writing to the Secretary-Treasurer of the Delegates Committee an application for membership.
 - (2) Receive approval by a majority vote of the designated voting delegates of the current membership.
 - (3) Receive subsequent approval by a two-thirds vote of the total membership of the Presidents Council.

Section 3. Association Dues

- a. The annual dues are established by Presidents Council upon recommendation of the Delegates Committee.
- b. The Constitution (Article IV, Section 4b.) provides for suspension of privileges of membership for failure to pay dues.

• ARTICLE III – COMMITTEES

Section 1. Executive Committee

a. Membership

- (1) The membership of the Executive Committee shall be the Officers of the Delegates Committee, a female administrator or female faculty representative elected from the membership of the Delegates Committee, and the Chair of the Athletic Administrators Committee.
- (2) The Chair of the Delegates Committee shall serve as the Chair.

b. Duties

- (1) The Committee shall be impaneled to appoint the Sport Committees and Special Committees of the Association.
- (2) The Committee shall receive the recommendations from all Committees which shall be presented to the designated voting delegates for action.
- (3) The Committee may propose legislation to be enacted by the members of the Delegates Committee.
- (4) The Committee shall designate the time and place for the Annual Meeting and may also call Special Meetings of the Delegates Committee.
- (5) The Committee shall conduct the business of the Association between meetings, subject to the review of the membership of the Delegates Committee at a subsequent Annual or Special Meeting.

- c. **Term of Appointment** — The term of service of members of the Executive Committee shall coincide with the term of each officer.

Section 2. Athletic Administrators Committee

a. Membership

- (1) The membership of the Athletic Administrators Committee shall be up to three athletic administrators appointed by each institution.
- (2) The voting member on the committee, appointed by each institution, shall be either the designated voting delegate or an active delegate of the Delegates Committee.
- (3) The administrators appointed by each institution shall represent both the men's and women's athletics programs of their respective institutions.

- (4) The Chair shall rotate among the voting members of the committee according to the following biannual rotation. The Vice Chair shall be the Chair's counterpart next in order of institutions listed:

July 1, 2006 — June 30, 2008	New York University
July 1, 2008 — June 30, 2010	Emory University
July 1, 2010 — June 30, 2012	Case Western Reserve University
July 1, 2012 — June 30, 2014	Brandeis University
July 1, 2014 — June 30, 2016	Carnegie Mellon University
July 1, 2016 — June 30, 2018	Washington University
July 1, 2018 — June 30, 2020	University of Rochester
July 1, 2020 — June 30, 2022	University of Chicago

When a new member joins the Association, it is placed at the bottom of the above list.

b. Duties

- (1) The Committee shall review all proposals of the Sport Committees.
- (2) The Committee shall make recommendations on all proposals of the Sport Committees that pertain to policy matters concerning the conduct of contests or championships. All matters which affect either the student athlete or individual institutions must be forwarded to the Executive Committee for consideration by the membership of the Delegates Committee.
- (3) The Committee shall approve all proposals of the Sport Committees that pertain strictly to the operational matters concerning the conduct of contests and championships.
- (4) The Committee shall be responsible for scheduling Association competition.
- (5) The Committee shall prepare and submit to the NCAA for action those legislative items recommended by the Delegates Committee and approved by the Presidents Council.
- (6) The Committee shall periodically review existing and proposed NCAA legislation and bring to the attention of the Delegates Committee those items which might be of interest to the UAA.

- c. Term of Appointment** — The term of service of members of the Athletic Administrators Committee shall be two years beginning after and ending at the Annual Meeting.

Section 3. Sport Committees**a. Membership**

- (1) The Executive Committee shall appoint a Sport Committee for each sport officially recognized by the Association. Each Sport Committee shall be composed of one person from each *UAA* institution sponsoring the sport and shall be recommended by his or her institution for appointment.
- (2) Membership on the Sport Committees shall be open to any faculty or staff member of a member institution.
- (3) If none of the Committee members recommended by the member institutions to serve on a Sport Committee is a designated voting delegate or active delegate of the Delegates Committee, the Executive Committee may appoint one additional Sport Committee member who is a designated voting delegate or active delegate.
- (4) The Chairs of the Sport Committees, for sports in which an Association championship is held, shall be the Primary Athletic Administrator of the institution where the championship is held that year. For other sports, the Chairs shall be appointed by the Executive Committee for a term of two years.

b. Duties

- (1) The Committees shall be responsible for the conduct of Association festivals, round-robin play, play-offs, tournaments, and championships under policies approved by the Association.
- (2) The Committees shall recommend to the Delegates Committee membership (voting delegates) playing conditions governing competition.
- (3) The Committees shall update a handbook for the conduct of competition.

- c. Term of Appointment** — The term of service of members of the Sport Committees shall be one year beginning after and ending at the Annual Meeting.

Section 4. Athletic Trainers Committee**a. Membership**

- (1) The membership of the Athletic Trainers Committee shall include the head athletic trainer of each institution or one other staff member appointed by the respective institution .

- (2) Membership on the Athletic Trainers Committee shall be open to any faculty or staff member of a member institution.
- (3) If none of the Athletic Trainers Committee members recommended by the member institutions to serve on the Committee is a designated voting delegate or active delegate of the Delegates Committee, the Executive Committee may appoint one additional Committee member who is a designated voting delegate or active delegate.
- (4) The Chair of the Athletic Trainers Committee shall be a member of the Athletic Administrators Committee appointed by the Executive Committee for a term of two years.

b. Duties

- (1) The Committees shall consider and make recommendations regarding athletic training policies and issues as they relate to athletic competition within the Association.
- (2) The Committees shall recommend to the Athletic Administrators Committee membership athletic training policies related to Association competition.
- (3) The Committees shall update a handbook of athletic training policies and emergency procedures for the conduct of Association competition.

- c. Term of Appointment** — The term of service of members of the Athletic Trainers Committee shall be one year beginning after and ending at the Annual Meeting.

Section 5. Student Athlete Advisory Committee

a. Membership

- (1) The membership of the Student Athlete Advisory Committee shall include a male and female intercollegiate athlete from each member institution.
- (2) Members shall be appointed by their respective member institutions.
- (3) The Chair of the Student Athlete Advisory Committee shall be a member of the Delegates Committee appointed by the Executive Committee for a term of two years.

b. Duties

- (1) The Committee shall consider and make recommendations regarding Student-Athlete welfare issues as they relate to the Association.

(2) The Committee shall review NCAA proposed legislation and make voting recommendations to the Delegates Committee.

- c. **Term of Appointment** – The term of service of members of the Student Athlete Advisory Committee shall be one year, July 1 to June 30.

Section 6. Special Committees

- a. Special Committees may be appointed by the Presidents Council or by the Executive Committee.
- b. Membership on a Special Committee is open to any full-time faculty or staff member of a member institution.
- c. The term of appointment of members of a Special Committee shall be for such time as the Committee exists or for two years, whichever is less.
- d. After two years, no Special Committee may continue to exist without reauthorization by the Presidents Council or by the Executive Committee, depending upon which body made the first appointment.

• ARTICLE IV – ELIGIBILITY

Section 1. Rules of Eligibility — The members of the University Athletic Association shall adhere to the eligibility rules of the NCAA Constitution and Bylaws in conducting their programs, except where the eligibility rules of the *UAA* Constitution and Bylaws are more restrictive than those of the NCAA. Such departures shall be adopted by the membership of the Association after approval by the Presidents Council when they are deemed to better serve the interests of the Association.

Section 2. Association Competition — All Association contests, festivals, tournaments, and championships shall:

- a. Be conducted under eligibility rules of the NCAA, and
- b. Include only varsity intercollegiate teams competing on the NCAA Division III level.

Section 3. Interpretations — All rule and eligibility interpretations shall be rendered by members of the Legislative Services staff of the NCAA, except where and when Association regulations differ from and are more restrictive than those of the NCAA.

- **ARTICLE V – EXECUTIVE SECRETARY**

The member institutions are authorized to hire an Executive Secretary to assist in the administration of the Association. The Executive Secretary is selected, and the terms of employment and job duties established, by the Presidents Council. Direct supervision of the Executive Secretary is the responsibility of the Chair of the Executive Committee.

- **ARTICLE VI – AMENDMENTS**

Amendments to these Bylaws of the Association shall be made upon the recommendation of a majority vote of all Designated Voting Delegates present and voting at any Annual Meeting or Special Meeting of the Delegates Committee and by a subsequent majority vote of the total membership of the Presidents Council, provided that the proposed amendment shall have been submitted in writing and received by the Secretary-Treasurer of the Delegates Committee at least thirty days preceding an announced meeting. The Secretary-Treasurer shall transmit copies to the members of the Presidents Council and the Designated Voting Delegate of each member institution so the information is received at least twenty days prior to the meeting at which the vote is to be taken.

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Administrative Procedures

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• ARTICLE I — OPERATING POLICIES

Section 1. Executive Committee

- a. The Chair of the Executive Committee is responsible for monthly contact with the Executive Secretary to review the status of Association business. It is expected that the Executive Secretary will initiate more frequent contact if needed.
- b. The Chair of the Executive Committee should make a monthly report to the Chair of the Presidents Council on the status of Association business.
- c. The Executive Committee will establish the calendar of regular *UAA* meetings in accord with the Constitution and Bylaws.

Section 2. Meeting Preparations and Conduct

- a. It is the responsibility of the appropriate committee chair, in conjunction with the host institution, and with the assistance of the Executive Secretary, to make any necessary arrangements for *UAA* meetings.
- b. The determination of meeting agendas is the responsibility of the following:

Presidents Council — the Council Chair with the Chair of the Delegates Committee
Delegates Committee — the Executive Committee
Executive Committee — the Committee Chair
Athletic Administrators Committee — the Committee Chair with the Chair of the Delegates Committee
Sport Committees — the respective Committee Chairs with the Chair of the Athletic Administrators Committee.
- c. The Chair of the Executive Committee is responsible for arranging for the taking of minutes at meetings of the Presidents Council.
- d. The elected Association Secretary-Treasurer will review and approve minutes of meetings of the Executive and Delegates Committees taken by the Executive Secretary prior to their distribution.
- e. The Chair of the Athletic Administrators Committee will review and approve the minutes of that Committee taken and prepared by the Executive Secretary prior to their distribution.
- f. The Chairs of the Sport Committees will arrange for the taking of minutes at their meetings.

- g. In those sports where *UAA* Championships are held, the Sport Committee shall meet at the championship. In other sports, an Annual Meeting, if necessary, will be held at a time and place convenient to the committee membership.

Section 3. *UAA* Office Fiscal Oversight — The Association will arrange for the *UAA* Voting Delegate at the institution housing the *UAA* Office to provide the counter signature to the Executive Secretary for the expenditure of *UAA* funds, in accord with the institution's financial policies. That Voting Delegate will be in contact with the *UAA* Secretary-Treasurer as may be necessary.

Section 4. *UAA* Publications

- a. The Executive Committee will determine a schedule of publication dates for all *UAA* publications.
- b. There should be an Annual Meeting of institutional sports information directors, at a time determined by the Executive Committee, to discuss and review *UAA* publications, statistical reporting, and other appropriate matters for the following year.
- c. The Chair of the Executive Committee, after consultation with the Chair of the Presidents Council and others as may be necessary, will approve all *UAA* publications before their release or assign the responsibility of approval to an appropriate individual or group.

Section 5. Guidelines for the Conduct of Athletic Competition within the Association

- a. Athletics programs are conducted primarily for student-athletes;
- b. Athletics programs are conducted in a manner consistent with the quality of the academic environment within which they exist;
- c. Members of the Association seek to provide a consistent and challenging level of athletic competition that promotes the achievement of excellence among all participants. Inherent in that notion of excellence is the caliber of the total athletic experience and its proper relation to the academic environment within which these programs are grounded;
- d. Competition within the Association should be given the highest priority by member institutions and should provide the greatest benefit to the greatest number of student-athletes on the greatest number of teams;
- e. As a means toward that end, competition within the Association should provide teams and student-athletes with the opportunity to achieve the highest level of performance possible and priority should be given to means that promote these ends;

- f. Member institutions should seek to achieve an appropriate balance among these principles and whenever possible avoid accomplishing one at the expense of another;
- g. Competition within the Association should provide student-athletes a substantial regular-season competitive experience and/or a season-ending competitive opportunity of high quality, comparable to the caliber of experience generally suggested by national championship standards; and
- h. Competition within the Association should be conducted under a format that provides the fairest and most comprehensive means of determining Association champions.

Section 6. Policy on Scheduling of UAA Events— Student Availability (*also included in Site Policies*)

- a. Athletic scheduling shall be done in a manner that seeks to maximize the overall competitive experience for the greatest number of student-athletes across the greatest number of member institutions.
- b. Scheduling of athletic competition shall be done in a manner that seeks to minimize conflicts with the academic responsibilities of student-athletes. That is it should seek to minimize conflicts for the greatest number of student-athletes across the greatest number of member institutions while taking in account the need to provide a reasonable schedule of competition.
- c. Whenever possible, reasonable consideration shall be given to the needs and constraints of member institutions and possible conflicting events on their respective campuses or metropolitan areas.
- d. As a body comprising non-sectarian institutions, the University Athletic Association does not schedule athletic competition with regard to religious holy days. The Association recognizes that from time to time student-athletes may need to make choices regarding their participation in specific athletic events based upon personal religious beliefs and practices. The Association strongly encourages all member institutions to ensure that student-athletes are not unduly disadvantaged by making such personal choices.
- e. Although the Association does not schedule athletic competition with regard to religious holy days, it may take into account the availability of significant numbers of student-athletes to compete on specific dates. When it becomes apparent that a significant number of student-athletes may, for personal reasons, not be available to compete such that the fairness or quality of competition or the overall athletic experience of the competition may be adversely affected, consideration may be given to adjusting the scheduling of athletic competition accordingly. In giving such consideration, due care shall be taken that the accommodation of some student-athletes does not simply displace a conflict to other student-athletes.

- f. This policy recognizes that there will inevitably be circumstances in which student-athletes will need to make choices on whether to compete based on personal circumstances.

Section 7. Sponsorship of Championship Competition

- a. In order for competition in a sport to be sponsored by the Association the following minimum standards shall be met.
 - (1) At least three member institutions shall sponsor teams in the sport and agree to compete within the Association.
 - (2) Addition of the sport shall be approved by a majority of the total number of voting delegates of the Delegates Committee and, subsequently, by a majority of the membership of the Presidents Council.
 - (3) A code of conduct for the sport shall be approved by a majority vote of the Athletic Administrators Committee.
- b. Sponsorship of Association competition in a sport shall be terminated if approved by a three-fourths majority of the total number of voting delegates of the Delegates Committee, and subsequently, by a three-fourths majority of the total membership of the Presidents Council.

Section 8. Presentation of Awards at UAA Events — A senior official of the host institution should be present at UAA Championships to represent the Association and to hand out awards.

Section 9. Contractual Obligations of Scheduling

Member institutions shall agree to be bound contractually by all schedules for athletic competition as approved by a majority vote of the Athletic Administrators Committee.

- a. Schedules in the sports of football, basketball, and soccer shall be approved for a minimum cycle of four years.
- b. Schedules in all other sports shall be approved for a minimum cycle of two years.
- c. All schedules shall be approved at least one year prior to their effective date.
- d. Once a schedule has been adopted by the Athletic Administrators Committee, changes to that schedule shall be made only upon a unanimous vote of all the Primary Athletic Administrators of the member institutions.
- e. Requests for changes to adopted schedules shall be initiated by the Primary Athletic Administrator of the petitioning institution(s) and shall be directed to the Executive Secretary of the Association.

Section 10. Waivers of Membership Requirements Regarding Sport Participation

- a. Waivers to the membership requirements of Bylaw II-2-a shall be requested in writing by the President or Chancellor of the petitioning member institution and submitted in writing to the Secretary-Treasurer of the Association.
- b. All applications for waivers to the membership requirements of Bylaw II-2-a shall be reviewed by the Delegates Committee and subsequently forwarded to the Presidents Council. The Delegates Committee shall forward a recommendation to the Presidents Council regarding the context and potential operational effects of the waiver application.
- c. Final disposition of all waiver requests shall be determined by the Presidents Council using the following guidelines:
 - (1) Waivers may be granted for the following reasons:
 - i. Because festival (championship) play is scheduled in conflict with a final examination period in which substantial numbers of student-athletes may be significantly disadvantaged and competition can not be rescheduled;
 - ii. Because of extraordinary personnel losses that make it impossible for the member institution to field a team of adequate numbers or that creates a dangerous health or safety situation. The loss of starters or key team members does not in itself create such an extraordinary situation;
 - iii. Because of an institutional decision to sanction or discipline a team or a critical number of team members such that it is impossible for the member institution to field a team of adequate numbers or that creates a dangerous health or safety situation. The loss of starters or key team members does not in itself create such an extraordinary situation.
 - (2) Waivers would not normally be granted for any “athletic” reason. The following are some examples of “athletic” reasons:
 - i. Because competition is too strong or too weak;
 - ii. Because the institution has the option to compete as an independent or as a member of another conference they find preferable because of location, historical relationship, or other reason;
 - iii. Because competition as an independent or as a member of another conference provides a better chance at NCAA or other post-season competition;
 - iv. Because the number of *UAA* sponsoring schools, whether large or small, creates a “scheduling burden” for the *UAA* member school.
 - (3) Waivers would not normally be granted for any “financial” reason other than circumstances approaching declared institution-wide financial exigency. The following are some examples of “financial” reasons:
 - i. Because the cost of travel is determined to be too great;
 - ii. Because the institution feels that the money spent on that particular competition can be better spent in other ways.

- d. Waivers may be requested or granted for a specified length of time, or they may be for an indefinite period. Waivers conditioned upon specific circumstances shall be monitored annually by the Executive Secretary. In the event the circumstances under which a waiver has been granted change, continuation of the waiver shall be reviewed by the Executive Committee of the Association which shall determine an appropriate course of action.

• ARTICLE II — PERSONNEL POLICIES • EXECUTIVE SECRETARY

Section 1. Recruitment, Selection, and Appointment

- a. The Chair of the Executive Committee shall be responsible for coordinating the search process.
- b. The Executive Committee shall function as a Search Committee and interview candidates for the position. For this purpose, the Executive Committee may add to its ranks one or more members of the Presidents Council, Delegates Committee, and/or the Athletic Administrators Committee to function as additional members of the Search Committee.
- c. The Search Committee shall recommend one or more candidates to the Presidents Council for its consideration. The Committee's recommendation may also include salary, length of appointment, and other terms of employment.
- d. The Presidents Council shall select and hire the Executive Secretary, and will determine salary, length of appointment, and other terms and conditions of employment, which shall be set forth in a written letter of appointment. The last date of any fixed term of employment shall be June 30th, to coincide with the conclusion of the Association's fiscal year.

Section 2. Supervision and Evaluation

- a. The Executive Secretary shall be directly supervised by the Chair of the Executive Committee.
- b. The Executive Committee shall be responsible for coordinating an annual evaluation of the Executive Secretary's job performance for the purpose of determining any contract renewals and any adjustments to salary (or other benefits and working conditions). The evaluation shall be based upon performance of the duties of the position both as outlined in the position's written job description and any other additional duties which have been assigned. The views of each institution's Voting Delegate and the Chair of the Athletic Administrators Committee shall be solicited. In addition, the Executive Secretary shall provide an annual report of activities and accomplishments for use in this evaluation. The

Executive Committee shall make its recommendation regarding compensation issues to the Presidents Council in time for consideration at the Council's April meeting.

Section 3. Compensation and Reappointment

- a. The Presidents Council shall consider compensation issues and vote on approval of any compensation increase at its April meeting. Any compensation increase must be approved by a majority of the total membership of the Council and shall take effect on July 1st.
- b. The Executive Committee shall make its recommendation for reappointment to the Presidents Council in time for consideration at the October meeting of the Presidents Council preceding the expiration of the existing term of appointment.
- c. The Presidents Council shall consider and vote on the reappointment of the Executive Secretary at its October meeting.
- d. The Executive Secretary serves at the pleasure of the Presidents Council, which may discharge the Executive Secretary for what it determines to be good cause during the contract term. The Presidents Council may elect not to renew the appointment of the Executive Secretary upon the expiration of any contract term with or without good cause.

• ARTICLE III — EXECUTIVE SECRETARY JOB DESCRIPTION

Section 1. Support of Association Committees

- a. The Executive Secretary, under the direct supervision of the Chair of the Executive Committee, is responsible for assisting in the development, coordination and implementation of the policies of the Association's governing bodies and for carrying out the functions of the Association.
 - Participates in the ongoing development of codes of conduct for sport competitions
 - Facilitates the flow of information formally and informally between committees
 - Works informally with sport committee chairs and meet directors reviewing applicable policies
 - Serves as central collection point for concerns or problems with implementation
 - Reminds administrators and coaches of policies when necessary
 - Refers problems to appropriate committee chairs and consults with chairs to develop resolution
- b. Assists the Chair of the Executive Committee in preparation for meetings of the Presidents Council, Executive Committee, Delegates Committee, and, as appropriate, other committees of the Association.

- c. Keeps all records of the Association. Takes and prepares minutes of the Executive and Delegates Committee meetings; distributes those minutes subject to the approval of the Association Secretary-Treasurer. Takes, prepares, distributes, and keeps minutes of the Athletic Administrators Committee meetings, subject to the approval of the Committee Chair. Keeps all other necessary and appropriate records. Brings to the attention of appropriate committees any unfinished business, or referred or tabled motions. Distributes all meeting agenda materials in accord with established schedules. Keeps all institutional representatives informed of the ongoing business of the Association, including distributing copies of correspondence and other materials as appropriate.

Section 2. Public Relations

- a. Coordinates public relations functions of the Association in conjunction with institutional sports information directors, including the development and maintenance of a central database of Association statistics and records, the preparation and mailing of press releases on *UAA* activities and student-athletes, providing wire service coverage of *UAA* championships, and the preparation of appropriate Association publications.
 - Develops policies and procedures for reporting of sports information in consultation with athletic administrators and sports information directors
 - Meets with sports information directors at least annually
 - Maintains a telephone and electronic bulletin board of contest results and standings of *UAA* competition
 - Prepares and distributes weekly releases on *UAA* competition to news media
 - Coordinates distribution of releases on *UAA* championships with host sports information directors
 - Prepares and distributes an information brochure on the *UAA*
 - Prepares and produces publications including season previews or reviews as approved by the Executive Committee
 - Designs and arranges for production and distribution of promotional items
 - Prepares and distributes information on *UAA* events, meetings, sports information, and issues to members
- b. Maintains a complete record of all athletic competition between Association members, including Association records in each sport.
 - Coordinates distribution of championship results with sports information directors of host institutions
 - In consultation with sports information directors and athletic administrators, develops standards for exchange of statistics and other information in a central database
 - Distributes summary of individual and team statistics to sports information directors and coaches as appropriate
 - Selects and develops computer software in support of these functions

Section 3. Association Manual and Documents — Compiles, prints and distributes to each member of the Presidents Council, Delegates Committee, and Athletic

Administrators Committee, an Association directory or manual, with appropriate annual updates, to include: a statement of *UAA* philosophy, history, and other background information on the Association, Constitution, Bylaws, Sport Codes of Conduct, Championship Site Policies and Procedures, Logo Standards, Guidelines for Awards, Operating Policies and other policies and procedures, Long Range Meeting Schedule, schedules of *UAA* athletic competitions, updated records for all sports, a schedule of publications, and lists of all officers and committee members, athletic administrators, and coaches.

Section 4. Budget — Assists the Secretary-Treasurer in developing the annual budget for presentation to and approval by the membership. Bills each member institution for Association dues and other appropriate costs. Disburses funds in accordance with the operating policies and guidelines established by the approved budget or as otherwise authorized by the membership. Submits a detailed quarterly statement of all receipts and disbursements to the Secretary-Treasurer.

- Develops a draft budget and supporting detail
- Develops a statement of rationale for the budget
- Works with the Executive Committee to review and finalize budget proposal
- Provides assistance to the Secretary-Treasurer in presenting budget proposal to Delegates if necessary
- Maintains proper accounting records in the Association Office
- Reports quarterly to the Association Secretary-Treasurer including copies of the University of Rochester financial accounting reports and internal records of expenditures to date
- Prepares summary report of expenditures to date for Secretary-Treasurer's report at Association meetings

Section 5. Office Operations

a. Manages the Association's central office, including the computer system, communications network, and routine correspondence. Maintains an equipment inventory and has responsibility for all physical properties of the Association. Develops and maintains a network of microcomputers among the member institutions. Provides training and support in the use of hardware and software, and coordinates the development of appropriate software. Provides routine liaison to appropriate administrators at the institution at which the central office is located.

- Selects, installs and maintains hardware and software to support a network of microcomputers linking the member institutions and the Association Office
- Write documentation regarding the network and its use and distributes it to users
- Selects, arranges contracts with University of Rochester purchasing office and supervises outside contractors providing services to the *UAA* Office

b. Selects other staff as may be authorized, and is responsible for their supervision. Determines their compensation within the limits of the approved budget and subject to the approval of the Executive Committee.

Section 6. Scheduling

- a. Proposes schedules for Association championships and round-robin competition for approval by the Athletic Administrators Committee, and provides administrative support from the central office for Association championships.
 - Maintains a master schedule of championships and round-robin competition
 - Coordinates changes to schedules and distributes changes to members and the media
 - Develops proposed schedules for consideration in advance of Administrators meetings

Section 7. Awards

- a. Purchases appropriate certificates, medals and trophies awarded by the Association. Distributes awards not presented at championships to student-athletes in a timely fashion.
- b. Coordinates selection of male and female Athletes of the Week by institutional sports information directors and issues certificates to winners and press releases in a timely fashion.

Section 8. NCAA and External Relations — Serves as liaison, as appropriate, with the NCAA, and other athletic conferences and professional associations.

- Maintains membership in the NCAA, NACDA, CoSIDA and College Commissioners Association
- Responds to requests for information from the NCAA
- Prepares legislation, subject to the approval of UAA Committees, for submission to the NCAA
- Files forms and applications as required by the NCAA
- Obtains information from the NCAA for member institutions or committees as needed
- Makes arrangements for meeting sites, meals, and facilities for UAA members at NCAA conventions

Section 9. Tasks as Assigned — Performs other duties as assigned by the Presidents Council, Delegates Committee, or Executive Committee, through the Chair of the Executive Committee.