

**CONSTITUTION**  
**KENTUCKY INTERCOLLEGIATE ATHLETIC CONFERENCE**  
**UPDATED AND APPROVED 10/5/2010**

**ARTICLE I**

**NAME**

The name of the organization shall be the Kentucky Intercollegiate Athletic Conference (KIAC). The KIAC is affiliated with the National Association of Intercollegiate Athletics (NAIA) and recognizes its responsibility to operate in a manner consistent with the minimum standards of the NAIA.

**ARTICLE II**

**PURPOSE**

The purpose of this Conference is to regulate, control, and promote all of the recognized conference sports and to insure that athletic activities of the colleges and universities constituting the Conference be maintained on an ethical plane.

**ARTICLE III**

**GOVERNANCE**

**Section 1. Council of Presidents**

Final authority for the operations of the Conference resides in a board of directors hereinafter referred to as the Council of Presidents, consisting of the chief executive officers of member institutions. The Council of Presidents meets annually at which time votes may be exercised only by the chief executive officers in attendance. Chief executive officers cannot designate delegates to attend meetings and cast votes in their places. Matters fully within the direct control of the Council of Presidents include, but are not limited to:

1. amendments to the constitution, bylaws, and other governing documents,
2. budget approval and financial oversight,
3. employment and supervision of the Commissioner,
4. conference membership, and
5. approval of the conference strategic plan.

The enumeration of the above responsibilities shall not be construed to deny the right of the Council of Presidents to exercise any other duties within the field of governance of the affairs of the Conference.

## **Section 2. Executive Committee**

The Council of Presidents authorizes the Commissioner and the Executive Committee to conduct the day-to-day business of the Conference. The Executive Committee will be formed to include the officers of the Conference, athletic directors from each member school and up to two at-large members. Ex-officio members of the Executive Committee shall include the Commissioner, the Eligibility Chair, the Conference Sports Information Director, the Web Master, the Faculty Athletic Representative, and the Registrar.

# **ARTICLE IV**

## **OFFICERS AND COMMITTEES**

### **Section 1. Names of Officers**

The officers of the Conference shall be Commissioner (ex-officio), Past-President, President, President-Elect/Secretary, and Treasurer, each of whom will perform the customary duties of such officers. Other than the Commissioner, officers will be elected by the Executive Committee of the Conference and receive a stipend/honorarium commiserate with their level of service.

### **Section 2. Composition of Officers**

Both genders must be represented on the Executive Committee.

### **Section 3. Term of Officers**

Each elected officer will serve a term of two years.

### **Section 4. Election of Officers**

Officers of the Conference will be nominated and elected during the spring meeting every other year. However, as officer positions become vacant, the positions shall be filled by appointment by the Commissioner.

### **Section 5. Standing Committees**

#### **Auditing Committee**

The Auditing Committee will be formed to annually review the Treasurer's financial books and to report annually its findings to the Executive Committee and the Council of Presidents. The Auditing Committee will be appointed by the Commissioner for two-year terms.

### **Champions of Character Committee**

The Champions of Character Committee will be formed to include the Commissioner and two Executive Committee members appointed by the Commissioner. The Champions of Character Committee will be responsible for administering, approving, and publicizing the KIAC Champions of Character grants; ensuring that all member schools have Champions of Character programming; and ensuring that coaching staffs of member schools, including, but not limited to, all paid and voluntary head, associate, assistant, and graduate coaches, complete the character driven coaches on-line training.

### **Conduct in Competition Oversight Committee**

The Conduct in Competition Oversight Committee will consist of three members of the Executive Committee appointed by the Commissioner. The Committee's responsibilities include recommending to the Commissioner the scope of the conference activities related to event management and tournament plans, hospitality, conduct in competition, and sanctions related to conduct in competition within the Conference.

### **Eligibility Committee**

The Eligibility Committee will consist of the Conference Eligibility Chair, at least one member faculty athletic representative, and another member faculty athletic representative or registrar. The Committee members and chair will be appointed by the Executive Committee. The chair must have significant experience in eligibility certification and eligibility rules, including serving as an institutional faculty athletic representative, serving as eligibility chair of another NAIA conference, or serving as a former member of the National Eligibility Committee. The chair shall: receive and review the eligibility certification as submitted by the faculty athletic representative of each member institution; receive and review all reports of institutional violations and all requests for exceptions from the member institutions and share these reports with the Conference Commissioner and Eligibility Committee as well as report the Eligibility Committee's recommendation to the national office; attend the NAIA convention regularly, but not less than once every three years; and facilitate rules education activities for the Conference with specific attention to the rules education of newly appointed faculty athletic representatives, athletic directors, and coaches.

### **Conference Ratings Oversight Committee**

Each conference sport will have a Conference Ratings Oversight Committee appointed by the Commissioner. The Committee will receive the weekly ratings of the sports raters thirty minutes prior to their being submitted to the national office.

## **Section 6. Duties of Officers and Committees**

### **Commissioner**

The Commissioner shall perform such duties as are prescribed in the Bylaws and/or such duties as may be prescribed by the Executive Committee and/or the Council of Presidents to which he/she is responsible. The Commissioner's duties shall include:

- 1.** Serving as the chief administrative officer of the Conference.
- 2.** Representing the Conference at the annual NAIA national convention with travel and lodging expenses to be reimbursed by the KIAC.
- 3.** Interpreting and enforcing conference regulations and imposing sanctions as necessary. The Council of Presidents provides authority to the Commissioner, within the limitations of the appeal process outlined in this paragraph, to levy sanctions which exceed the KIAC and/or the NAIA rules and regulations if he/she deems doing so would be in the best interests of the Conference. Such decisions of the commissioner should be made only in unusual circumstances and must have the approval of the Council of Presidents. The decisions of the Commissioner are to be reported to the sanctioned parties, the Executive Committee, and the Council of Presidents to which appeals may be directed.
- 4.** Serving as an ex-officio, non-voting member of the Executive Committee and any other committee the Executive Committee may direct.
- 5.** Staying abreast of the activities of the Conference and its individual members and giving advice and guidance in the solution of any problems.
- 6.** Being responsible for officials for basketball. This includes the assignment of officials and supervision of them. If he/she so desires, he/she may designate a portion of this responsibility.
- 7.** Conducting a continuous educational program looking toward the development of scholarship, sportsmanship, and understanding of the values of competitive athletics, and exerting all reasonable effort to acquaint the public with the ethics and high ideals which motivate the Conference in its conduct of intercollegiate athletics.
- 8.** Maintaining a file of precedents and interpretations of conference and national rules and regulations, and keeping members informed regarding changes and interpretations of national rules.
- 9.** Conducting a continuing study of scheduling in all sports and assisting athletics directors and coaches in the preparation of schedules.
- 10.** Performing such other duties as the Executive Committee and/or the Council of Presidents may direct.

11. Making a report concerning his/her activities at each regular conference meeting and annually to the Council of Presidents.

12. Having broad-based powers including interpreting and making decisions on issues not otherwise covered by the KIAC Constitution and Bylaws.

### **President**

It will be the duty of the President to arrange for all regular and special meetings of the Conference, to preside at said meetings, to fill vacancies on the Executive Committee of at-large members, and to perform other customary duties of the office. It is understood that after serving a two-year term as President, the individual will become the Past-President.

### **Past-President:**

It will be the duty of the Past-President to serve as a senior advisor to the President to provide for conference continuity and consistency as well as perform in other functions and roles as appointed by the President. It is understood that after serving a two-year term as Past-President, the individual may rotate off the Executive Committee or be nominated for further conference involvement.

### **President-Elect/Secretary:**

It will be the duty of the President-Elect to perform the duties of the President in his/her absence and to fulfill other responsibilities as appointed by the President. It is understood that after serving a two-year term as President-Elect, the individual will become President.

As Secretary, he/she shall keep minutes of all regular and special meetings of the Conference. He/she shall inform the members of the time and location of all meetings. Within two weeks after the Executive Committee meetings, he/she must submit to the Executive Committee the minutes of the previous meeting and any approved constitutional and bylaw changes.

### **Treasurer:**

As Treasurer, he/she shall present at each meeting a detailed statement of receipt and disbursement of all funds of the Conference. The Treasurer will also be responsible for receiving financial statements from conference championships and disbursing payment to tournament officials.

### **Executive Committee:**

The Executive Committee shall administer and propose the policies of the Conference. Every effort shall be made to maintain institutional balance in representation on the Executive Committee. At-Large members of this Committee shall be selected by nomination and vote of the membership to a two-year term at the regular spring meeting. The two-year terms will begin in the off-year of other elections. In the event of a resignation of member-at-

large, a new member will be appointed by the President to complete the term. Vacancies occurring in the officer positions shall be filled by appointment by the Commissioner.

Whenever cases are referred to the Executive Committee, the Committee may suspend or place on probation any member who violates any rule, regulation, or policy of the Conference. The Committee may prohibit any team or teams from being recognized as conference champions and/or prohibit any member from participating in the distribution of conference funds. In all disciplinary actions, the member institution charged with violations may appeal actions of the Executive Committee to the Commissioner. Committee members may not participate in adjudication of problems involving their own institutions.

The Committee may, at its discretion, ask the Commissioner to investigate the activities of a member institution. A majority vote of the Committee is necessary to initiate an investigation.

For the Committee to take official action, a quorum must be present. A quorum is a majority of those on the Committee.

The Committee may choose to hold an open meeting, but all actions shall be transacted in executive session.

Lodging expenses of the Executive Committee shall be borne by the Conference.

Policy, constitutional, and/or bylaw changes must be approved by the Executive Committee and Council of Presidents by a two-thirds majority of each body.

### **Sport Chairs:**

Sport chairs are assigned by the Commissioner to serve as the liaison between the Conference and the specific sport areas. Sport chairs may be reassigned annually or may continue in the same capacity for an unlimited tenure.

### **Responsibilities of Sport Chairs:**

1. The primary responsibility of the sport chairs is to communicate effectively with other coaches of the specific sport and represent the other coaches in any matter relating to that sport. Chairs should take an active role in communicating with other coaches and should do so on a regular basis.
2. Sport Chairs shall conduct meetings with the coaches of the specific sport for which they are responsible. These meetings are to be scheduled at or before the KIAC tournament for the respective sport. In this meeting, any proposed bylaw changes must be addressed in order for the sport chair to present the proposed changes to the Executive Committee.

3. Sport chairs shall work with the tournament directors to ensure that post-season playoff plans (site, date, seeding, etc.) are developed and submitted to the Commissioner by the Conference and NAIA deadline. Chairs shall communicate with the tournament directors and Conference Sports Information Director (SID) to offer assistance in coordinating these activities.
4. Sport chairs shall work with the Conference SID to ensure that the sports' All-Conference Teams, Players of the Year, and Coaches of the Year voting is completed before the tournaments begin.
5. Sport chairs shall work with the tournament directors to make sure that the postseason tournament results are reported to the SID per NAIA requirements.
6. Sport chairs shall work with the Conference SID to conduct preseason polling.
7. When possible, for items involving fall sports (i.e., championships played during fall), sport chairs shall submit bylaw changes to the Executive Committee for voting at the spring meeting. Also, for items involving spring sports (i.e., championships played during the spring), sport chairs shall submit bylaw changes to the Executive Committee for voting at the fall meeting.
8. Sport chairs shall work closely with coaches in the specific sport and the Conference SID to ensure that all sport bylaws are current and approved by the Executive Committee and updated on the KIAC website. Any proposed changes to sports bylaws must be submitted in accordance with the time frame outlined in the Constitution and bylaws.
9. Sport chairs shall communicate with the coaches in an attempt to resolve any disputes within the specific sport. If disputes cannot be resolved, the sport chair shall communicate with the Commissioner and athletic directors regarding the dispute and offer guidelines and possible solutions to the Commissioner.
10. Sport chairs may be assigned to serve on committees that deal with matters relating to NAIA requirements.

## **ARTICLE V**

### **TRANSACTING OFFICIAL BUSINESS**

In transacting official business with a college, the Executive Committee shall recognize only the athletic director or someone appointed by him/her or by the duly appointed authority of the college.

## **ARTICLE VI**

### **VOTING**

Voting shall be done by the athletic directors of member schools or someone appointed by him/her or by duly appointed authority of the college. A majority of conference members represented shall constitute a quorum. Voting by proxy is prohibited. Athletic directors who are not present to vote and wish to appoint someone else from their institution to vote in their absence shall notify the Commissioner, in writing, of their absence and the identity of the person voting for them. If no representative is designated by an institution, that institution forfeits its voting privilege at that meeting. Each member institution shall receive one vote. If an athletic director and an at-large member are from the same institution, then that school would receive only one vote.

## **ARTICLE VII**

### **FULL MEMBERSHIP**

Any college or university which is a member in good standing in the National Association of Intercollegiate Athletics and which sponsors three or more sports for men and three or more sports for women, two of which must be team sports, is eligible for membership in the Conference. Formal application for membership will be considered at any regular or special meeting. New members may be admitted by a three-fourths majority vote of the Executive Committee with approval of three-fourths majority vote of the Council of Presidents.

### **ASSOCIATE MEMBERSHIP**

The Conference recognizes membership of those schools which are eligible for NAIA membership but who do not meet minimum conference sports requirements as associate members. Associate membership allows for full participation in those intercollegiate sports that the school offers. Associate members will be recognized to have voting privileges in matters related only to their specific sports programs. Conference dues for associate members will be set by the Executive Committee but not exceed dues for full members.

## **MEMBERSHIP APPLICATION PROCESS**

Institutions seeking membership to the KIAC must be members in good standing with the NAIA. Qualified institutions may make application for membership by writing the Commissioner of the KIAC at least 120 days prior to the annual meeting of the Council of Presidents and providing the following information: philosophy of athletics; copy of most recent audit; sponsored sports and facilities; other general information describing the institution; and be willing to cover the expenses of a possible KIAC site visit.

Upon receipt of the above application materials, the Executive Committee will review the membership request. Upon favorable review, the Committee will request the institution's athletics director and/or president to meet with the Committee for the purpose of making a presentation outlining the institution's reasons for seeking membership. The Committee may then schedule a site visit to the institution for the purpose of evaluating the institution's facilities and programs. The Committee will then vote upon the membership request. If three-fourths majority support the request, the Council of Presidents must then approve the request by the same three-fourths majority vote for the institution's request to become final.

## **ARTICLE VIII**

### **RESIGNATION**

A resigning member, or one dropped from the Conference, shall forfeit its pro-rata share of the conference assets.

## **ARTICLE IX**

### **MEETINGS**

#### **Section 1. Regular Meetings**

Unless changed by the Commissioner and/or President, conference meetings will consist of the Executive Committee, but will be open to any KIAC member who wishes to attend. This meeting will serve as the venue for voting on any issues that are presented through the proper protocol to the Executive Committee. Two one-day meetings will be held annually, one in the fall on the third Tuesday in September, and one in the spring on the the second Tuesday after the completion of the NAIA National Convention.

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

A special meeting may be held any time at the discretion of the President or Commissioner.

### **Section 3. Location of Meetings**

The location of both the fall and spring meetings shall be determined by the Executive Committee.

## **ARTICLE X**

### **CONFERENCE FINANCING**

Any expense incurred during the year in carrying on the work of the Conference shall come from the conference treasury. In case conference finances are insufficient to cover such expenses, they shall be borne equally by conference members. Conference activities are financed by an annual dues assessment. Dues will be determined at the annual fall meeting. Single gender institutions will be assessed two-thirds of the full membership fee.

Lodging and travel expenses associated with the commissioner or commissioner's designee to attend the NAIA convention and other necessary functions shall be paid by the Conference. Lodging for Executive Committee members to attend the semi-annual conference meetings shall be paid by the Conference. The Conference shall also pay for up to \$500 for the conference representative to attend the summer NAC meeting.

## **ARTICLE XI**

### **AMENDMENT OF THE CONSTITUTION**

This constitution may be amended at any regular or special meeting by a two-thirds majority vote of the Executive Committee with a subsequent two-thirds majority vote of the Council of Presidents, provided that the proposed amendment shall have been submitted, in writing, six weeks before the meeting to the Commissioner of the Conference, and complete copies of the proposed amendment are sent to all member institutions at least two weeks prior to the meeting.

## **ARTICLE XII**

### **CONDUCT AND SPORTSMANSHIP**

The KIAC shall take such procedures as it deems necessary to prevent violations of the principles of amateur sports, fair play, and good sportsmanship.

Grievances and related matters shall be reported in writing to the Commissioner and to the Conduct in Competition Oversight Committee. Any institution involved in a questionable incident or irregularity shall be expected to investigate the incident and take positive and direct action to correct the situation.

Removal from a game or match of any player or coach shall be reported to the Commissioner and to the Conduct in Competition Oversight Committee, and each incident shall be acted upon in accordance with the NAIA rules and regulations regarding suspension of players and coaches.

Any flagrant disregard for the welfare of the Conference shall be reviewed by the Commissioner. The institution and/or individual so involved will be subject to disciplinary action as hereafter indicated.

Any coach, student, school official or spectator using insulting language or resorting to other questionable tactics to incite another coach, player, or school official before, after, or during an intercollegiate contest shall be reported to the Commissioner who shall report any disciplinary action he/she takes to the Executive Committee and to the Council of Presidents. Any coach, student, school official, or spectator who has been ejected from a contest because of such tactics, shall be reported to the Commissioner to be sanctioned in accordance with the NAIA and KIAC rules and regulations regarding such conduct.

Coaches and/or school officials shall in no way incite, demonstrate, or otherwise attempt by word or action to register disapproval toward officials. The officials of every contest where unacceptable behavior on the part of a coach occurs shall complete a report to the Commissioner. Failure to do so may lead to the removal of said official from the approved list of officials.

Any student who is under penalty or discipline or whose character or conduct is such as to reflect discredit upon the Conference may be declared ineligible by the Conference.

No artificial noise makers (bells, drums, beating on cans, etc.) are to be used at a contest involving a member institution. Any band music will be restricted to before the start of the contest and at half time and official times out. Any violation shall be subject to a technical foul and reported to the Commissioner.

The home management is answerable for the behavior of the crowd. It shall be the responsibility of the home institution to take steps to avoid potential problems, i.e. by serving soft drinks only in paper cups, no bottles; by seating cheering sections in separate and divided areas; by providing security both inside and adjacent to areas of access or parking; and by providing private and protected dressing areas for officials and players.

The Conference reserves the right to take such action as deemed necessary to protect and improve the program of intercollegiate athletics for the benefit of its members. All irregularities coming to the attention of the Conference shall be acted upon by the Conduct in Competition Oversight Committee. Penalties as severe as permanent suspension or disbarment in the sport involved may be assessed to both individuals and institutions.

The individual or the institution in question will have no voice in rendering a decision as to guilt or vindication and will be expected to testify only to the

extent of answering questions put forth by the Conduct in Competition Oversight Committee and/or the Council of Presidents.

Any and all incidents must be reported by one of the institutions involved during the contest in question. The officials in charge will be called upon to make a report. This shall be done immediately following the contest. Any suspected irregularity shall be reported to the Commissioner and the Conduct in Competition Oversight Committee with a copy to be filed with the Secretary of the Conference.

## **SPORTSMANSHIP STATEMENTS**

The KIAC requires the reading of the following statement or the statement in the Champions of Character program.

*To be read by public address prior to game:*

The Kentucky Intercollegiate Athletic Conference encourages and promotes sportsmanship by student-athletes, coaches, and spectators. Profanity, racial or ethnic comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of the competition.