

MID-STATES FOOTBALL ASSOCIATION 2011-2012

Constitution and Bylaws

ARTICLE I

Name

The name of this association is The Mid-States Football Association (MSFA).

ARTICLE II

Organization

Institutional members of the Association regard competitive football as a valuable part of their educational programs. Membership is based on mutual trust and respect among institutions dedicated to the education of students.

The member institution shall:

- A. Ensure that intercollegiate football is an integral part of the total education offering and under the control of those responsible for the administration of the institution.
- B. Encourage maximum student involvement in the football program.
- C. Maintain high ethical standards through commitment to the principle of self-report.
- D. Subscribe to the democratic principle of one school, one vote, and the privilege of any member to initiate legislation.
- E. Evaluate the football program in terms of the education purposes of the institution.
- F. Engage in competition with other institutions having similar athletic philosophy and policies.

ARTICLE III

Membership

Concordia University (Ann Arbor)

Grand View University

Iowa Wesleyan College

Malone University (**Not eligible NAIA post-season**)

Marian University

McKendree University (**Not eligible NAIA post-season**)

Olivet Nazarene University

Robert Morris University (Chicago) – Full participation in 2013

Siena Heights University – Full participation in 2012

St. Ambrose University

University of St. Francis, (IL)

University of St. Francis (IN)

Saint Xavier University

Quincy University – Full participation through 2011

Taylor University

Trinity International University

Waldorf College

Walsh University (**Not eligible NAIA post-season**)

William Penn University

- | | |
|-----------|--|
| Section 1 | Additional members may be admitted at any time by a 3/4 vote of the Association. |
| Section 2 | Institutional members may be put on probation for a specific length of time for non-observance of the provisions of the Association constitution. Such action will require 2/3 vote of the other member institutions. A member may be removed from probation upon 2/3 vote of the other member institutions. |
| Section 3 | This association shall be made up of institutions of not less than baccalaureate level. |
| Section 4 | New members pay an initiation fee of \$500.00. |

ARTICLE IV

Governance

- Section 1 The Association is governed by the Chief Executive Officers of the member institutions or their designate representatives in consultation with the Athletics Director, Head Football Coach, and Faculty Athletics Representative.
- Section 2 Each member rotates to chair of the conference yearly.
- Section 3 Each member of the Association has one vote.

ARTICLE V

Dues

- Section 1 Annual membership dues are determined by the institution representatives and approved by the membership by a majority vote. Dues are payable immediately after July 1, the beginning of the fiscal year. Membership dues become delinquent after September 1.
- Section 2 After receipt of written notification, a 10-day grace period is allotted to the delinquent institution.
- Section 3 All institutions delinquent in the payment of dues shall not be eligible for the league championship in the subsequent season of play.

ARTICLE VI

National Affiliation

This Association is affiliated and certified as a National Association of Intercollegiate Athletics (NAIA) Football conference.

ARTICLE VII

Amendments

Amendments in the constitution shall be made by a 2/3 vote of the Association.

ARTICLE VIII

Officership

- Section 1 The Chair is an annual appointment. The Chair of the Association comes from the institution (alphabetically) following the current selection.
- Section 2 The institution makes the recommendation for the upcoming academic year Chair position. The position is designated as Chair-elect.
- Section 3 The term of Chair commences with July 1 of the fiscal year and ends on June 30 of the fiscal year.
- Section 4 The Chair and Chair-elect are elected at the yearly meeting of the Association.
- Section 5 Vacancies are filled by the membership at the next regular meeting. Should both positions open in the same interval of time, a special meeting of the Association will be called to fill the vacancies according to the aforementioned guidelines.

ARTICLE IX

Commissioner

The Association selects a Commissioner to carry out Association business as defined by the membership. The Commissioner shall transact the necessary business of the Association in the interim between meetings of the Association.

Section 1 The appointment is annual and is made at the yearly meeting of the Association.

Section 2 The Commissioner assists the Chair in the development of the meeting agenda.

Section 3 Duties of the Commissioner are:

1. To serve as the chief administrative officer of the Association.
2. To serve as the resource person on any matters brought to the Association.
3. To serve as an ex-officio non-voting member of the Association, and all councils/standing committees unless otherwise specified.
4. To study the problems of the Association and give advice and guidance to the members in the solutions of those problems.
5. To report at least once a year to the Presidents concerning Association affairs.
6. To take the minutes of the meetings.
7. To arrange for the selection and recommendation of the Supervisors of Officials.
8. To serve as liaison between the Association and representatives of the media seeking to expand positive media coverage of the Association.
9. To maintain and distribute historical and statistical records for all Association athletic competition.
10. To maintain a compilation of precedents and interpretations of Association rules, regulations, and agreements from proceedings of the Conference.
11. To supervise the activities of the Sports Information Director who shall:
 - a. Prepare and distribute reporting forms required by the Association.
 - b. Record and maintain statistics.
 - c. Act as a media liaison for the Association.
 - d. Administer the selection process for All-Conference selections, All-American recommendations, and Coaches of the Year.
12. To select and recommend a treasurer, collect annual dues, to submit all requests for payment, and present the treasurer's report at each meeting.
13. To assist in the preparation of the annual Association budget.

14. To serve as the arbiter in the event of any charges of inappropriate conduct by athletes or coaches.
15. To initiate and supervise fundraising activities on behalf of the Association in consultation with the Presidents.
16. To perform other duties as the Presidents may direct.

Section 4 The Commissioner develops a budget; keeps financial records; and prepares an annual report for audit by the Association.

ARTICLE X

Meetings

The Association meets yearly on the 1st Monday and Tuesday in May at Olivet Nazarene University, Bourbonnais, Illinois.

Section 1 Special Meeting: A special meeting may be called on written request by two member's institutions or by the Chair. The membership must receive the call for special meeting at least twenty-one (21) days prior to the date of the meeting. The agenda must be for one item and any other related items to the aforementioned item.

ARTICLE XI

Conference Spirit of Competition

The Mid-States Football Association member schools will provide an environment that embraces the highest standard of sportsmanship. Coaches and players alike should refrain from vulgarity, racial comments and trash talking. Each institution is expected to develop a statement of behavioral expectations for fans. The NAIA public statement should be read prior to the game by the public address announcer.

ARTICLE XII

Any student that transfers from one MSFA institution to another MSFA institution must meet the NAIA eligibility requirements to be eligible for participation intercollegiate athletics.

In addition, a student who participates in intercollegiate football at a MSFA institution will not be permitted to participate in football at another MSFA institution the following year.

ARTICLE XIII

Withdrawal

Section 1 Member institutions may withdraw from the association by making notification, June first. This written notification must be received at least two years in advance of the official withdrawal date from the association. Any member institution which attempts to withdraw from the conference before satisfying the two year notification requirement may be assessed \$25,000 to compensate other association institutions as deemed appropriate by the Mid-States Football Association commissioner.

Section 2 Members will be dropped by the association for failing to live up the standard requirements and scheduling responsibilities of the association. Any member dropped by the association will be given one years notice.

ARTICLE XIV

Dissolution

Should the membership take legal action to dissolve the Association, all funds and other assets of the organization are divided on a prorated basis within the membership. The formula to be used in such proration shall be on the basis of the total years each institution shall have been a member of the Association.

ARTICLE XV

Roberts' Rules of Order Revised shall serve as final authority in parliamentary procedure.

BYLAWS

ARTICLE I

Memberships

Active membership shall be accorded colleges and universities, which meet the following requirements:

- A. Be a four-year college or university that awards a bachelor's (baccalaureate) degree or its equivalent.
- B. Be a full member of the National Association of Intercollegiate Athletics (NAIA).
- C. Administer the football program in compliance with the Constitution, Bylaws and other legislation and policies of the Association.
- D. Pay active institutional dues to the Association.

ARTICLE II

Control of Athletics Program

The control of athletics shall be the responsibility of the institution's Chief Executive Officer or his/her appointed representatives to the Association. No member institution shall participate in a football contest which is not under the direct control and supervision of the institution's administration.

ARTICLE III

Representatives

The faculty athletic representative, athletics director or football coach shall be appointed by the Chief Executive Officer of each member of the Association to represent the institution in the Mid-States Football Association.

The faculty athletic representative, athletics director or head football coach shall meet the criteria as established by the NAIA Bylaws to serve in their capacities as the institution's representatives to the Association.

ARTICLE IV

Institutional Statement

Each member institution will prepare a clear statement of the aims and objectives of its intercollegiate program and publish it in the institution's catalog. The statement should indicate that the Association follows the NAIA Constitution, Bylaws and the NAIA Football Championship Policies and Procedures.

ARTICLE V

Financial Aid, Eligibility, and Athletic Recruitment

All rules pertaining to athletic recruitment, eligibility and financial aid, are stated in the NAIA Constitution and Bylaws as they pertain to football.

ARTICLE VI

Submission of Legislation

Any amendments to the Constitution and/or Bylaws must be sent to member institutions 30 days prior to the next annual meeting.