



Bylaws

CONTENTS OF BYLAWS

ARTICLE I. OFFICES

- Section 1.01 Registered Office and Agent
Section 1.02 Other Offices

ARTICLE II. DIRECTORS

- Section 2.01 Powers
Section 2.02 Number
Section 2.03 Term
Section 2.04 Election
Section 2.05 No Compensation
Section 2.06 Regular Meetings
Section 2.07 Special Meetings
Section 2.08 Calling Meetings
Section 2.09 Waiver of Notice
Section 2.10 Contents of Notice
Section 2.11 Quorum
Section 2.12 Voting
Section 2.13 Conduct of Meetings
Section 2.14 Telephone Participation
Section 2.15 Written Consent
Section 2.16 Adjournment
Section 2.17 Removal
Section 2.18 Resignation
Section 2.19 Vacancies
Section 2.20 Board Chair
Section 2.21 Board Vice-Chair

ARTICLE III. MEMBERS

- Section 3.01 Participating Institutions
Section 3.02 Effect

ARTICLE IV. COMMITTEES

- Section 4.01 Executive Committee
Section 4.02 Administration Committee
Section 4.03 Advancement Committee
Section 4.04 Finance Committee
Section 4.05 Other Committees
Section 4.06 National Administrative Council
Section 4.07 National Eligibility Committee

ARTICLE V. OFFICERS

- Section 5.01 Election
Section 5.02 Appointment
Section 5.03 Other Officers
Section 5.04 Multiple Offices
Section 5.05 Compensation
Section 5.06 Term
Section 5.07 President
Section 5.08 Executive Director
Section 5.09 Director of Membership
Section 5.10 Director of Advancement
Section 5.11 Director of Communications
Section 5.12 Director of Championships
Section 5.13 Vice-Presidents
 a. First Vice-President
 b. Second Vice-President
Section 5.14 Secretary

- Section 5.15 National Sport Chair
 a. Function
 b. Selection
 c. Duties
 d. Expense Reimbursement
Section 5.16 Regional Coordinator
 a. Function
 b. Selection
 c. Duties
 d. Expense Reimbursement
Section 5.17 Regional Officers
 a. Offices
 b. Selection
 c. Duties
Section 5.18 National Eligibility Chair
Section 5.19 President's Designate
Section 5.20 Removal
Section 5.21 Resignation
Section 5.22 Vacancies

ARTICLE VI. PARTICIPATING INSTITUTIONS

- Section 6.01 Eligible Institutions
 a. Definitions
 b. Academic Program
 c. Christian Statement of Faith
 d. Admission Standards
 e. Equitable Programs
 f. Required Athletic Department Staffing
Section 6.02 Application, Nomination, and Consideration
 a. Application
 b. **Commitment**
 c. Nomination
 d. Deadline
 e. Consideration
 f. Definitions
 1. Provisional Membership Status
 2. Full Membership Status
Section 6.03 Confirmation
 a. Confirmation
 b. Notification
 c. Materials Sent
Section 6.04 Renewal Period
 a. Deadline
 b. Requirements
Section 6.05 Dues
 a. Amount
 b. Deadline
 c. Disqualification
Section 6.06 Termination
 a. Resignation
 b. Termination
 c. Reinstatement
Section 6.07 Rehearing
Section 6.08 Annual Business Meeting
Section 6.09 Voting
 a. At Annual Meeting
 b. By Mail or Electronic Vote

ARTICLE VII. ATHLETIC COMPETITION

Section 7.01	Regions
Section 7.02	Divisions
	a. Division I
	b. Division II
Section 7.03	Authorized Sports
	a. Current Sports
	b. Levels of Participation
	c. Additions
	d. Criteria
	e. NCCAA Invitational Sport
Section 7.04	Authorized Competition
	a. NCCAA
	b. Host Institution
	c. Other Sports
	d. Sunday Competition
Section 7.05	NCCAA Name, Logo & Sponsorship
	a. NCCAA Services
	b. Authorized Activities
	c. Executive Director's Consent
	d. Use Fee
Section 7.06	Television & Radio Coverage
	a. Regional Competition
	b. National Competition
Section 7.07	Recruiting Guidelines
	a. Principles
	b. Limited Tryouts
	c. No Expense Reimbursement
	d. No Contact
	e. Reporting Contacts
	f. Investigation

Section 7.08	High School All-Star Contests
Section 7.09	Christian Conduct Code
	a. Principles
	b. Ethical Acts
	c. Sports Competition
	d. Institutional Sports Events
Section 7.10	Sanctions
	a. General Sanctions
	1. Supervisory Probation
	2. Restrictive Probation
	3. Suspension
	b. Procedure
	c. Statistics Penalty
	d. Ineligible Student-Athletes
	e. Delinquent Eligibility Reports
	f. Christian Conduct Code
	g. Delinquent Dues
	h. Equitable Programs

ARTICLE VIII. MISCELLANEOUS PROVISIONS

Section 8.01	Amendment
Section 8.02	Editorial or Noncontroversial Changes
Section 8.03	Dissolution
Section 8.04	Indemnification
Section 8.05	Racial Discrimination Policy

Bylaws

ARTICLE I: OFFICES

SECTION 1.01. REGISTERED OFFICE AND AGENT

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

SECTION 1.02. OTHER OFFICES

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

ARTICLE II: DIRECTORS

SECTION 2.01. POWERS

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

SECTION 2.02. NUMBER

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

SECTION 2.03. TERM

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

SECTION 2.04. ELECTION

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

SECTION 2.05. NO COMPENSATION

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

SECTION 2.06. REGULAR MEETINGS

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

SECTION 2.07. SPECIAL MEETINGS

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

SECTION 2.08. CALLING MEETINGS

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

SECTION 2.09. WAIVER OF NOTICE

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

SECTION 2.10. CONTENTS OF NOTICE

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

SECTION 2.11. QUORUM

At all meetings of the Board of Directors, the presence of one-third of the authorized number of Directors shall constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the Directors present at any meeting may adjourn the meeting until a quorum is obtained.

SECTION 2.12. VOTING

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

SECTION 2.13. CONDUCT OF MEETINGS

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

SECTION 2.14. TELEPHONE PARTICIPATION

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

SECTION 2.15. WRITTEN CONSENT

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

SECTION 2.16. ADJOURNMENT

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

SECTION 2.17. REMOVAL

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

SECTION 2.18. RESIGNATION

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

SECTION 2.19. VACANCIES

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

SECTION 2.20. BOARD CHAIR

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

SECTION 2.21. BOARD VICE-CHAIR

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

ARTICLE III: MEMBERS

SECTION 3.01. PARTICIPATING INSTITUTIONS

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

SECTION 3.02. EFFECT

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

ARTICLE IV: COMMITTEES

SECTION 4.01. EXECUTIVE COMMITTEE

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

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

SECTION 4.02. ADMINISTRATION COMMITTEE

The Administration Committee is comprised of the following: President, First Vice-President, Second Vice-President, President's Designate, at-large members (as assigned), and as ex-officio, the Director of Membership, Director of Communications, Director of Championships, and Executive Director. It shall have a quorum of one-third of the members and shall act by majority vote. It shall meet annually four times. It shall serve as oversight of all regional and national competition and business, oversight of the handbooks, and shall make recommendations to the Board of Directors. Its other powers shall be as specified by the Board of Directors.

SECTION 4.03. ADVANCEMENT COMMITTEE

The Advancement Committee of the Board of Directors shall exercise all powers and authority specified by the Board of Directors. It shall have a quorum of one third of the members and shall act by majority vote. It shall serve to assist the Director of Advancement with direction, planning and execution of development related activities for the NCCAA.

SECTION 4.04. FINANCE COMMITTEE

The Finance Committee of the Board of Directors shall exercise all powers and authority specified by the Board of Directors. It shall have a quorum of one third of the members and shall act by majority vote. It shall serve as oversight of all financial planning and decisions of the NCCAA.

SECTION 4.05. OTHER COMMITTEES

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

SECTION 4.06. NATIONAL ADMINISTRATIVE COUNCIL

The National Administrative Council shall consist of the Sports Information Committee, the Competition Experience Committee, the Division I Regional Experience Committee, and the Division II Regional Experience Committee. Members of the Sports Information Committee shall be appointed by the Director of Communications. Members of the

Competition Experience Committee shall be appointed by the Director of Championships. Members of the Regional Experience Committees shall be the Regional Coordinators.

These committees shall make recommendations to the Administration Committee regarding the following matters:

- a. Operational policies for regional and national competition, national statistical services, and national awards;
- b. Reviewing and establishing national qualification plans for postseason competition for all sports; and
- c. Reviewing and acting on all recommendations from sport coaching bodies.

SECTION 4.07. NATIONAL ELIGIBILITY COMMITTEE

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

ARTICLE V: OFFICERS

SECTION 5.01. ELECTION

- a. The Second Vice-President shall be elected every three years by a majority of the participating institutions and confirmed by the Board of Directors. At the end of the term, the Second Vice-President shall automatically succeed the First Vice-President. At the end of that term, the First Vice-President shall automatically succeed the President. If the Second Vice-President or First Vice-President resigns, is removed, or otherwise cannot succeed to the next office, a new First Vice-President or Second Vice-President, respectively, shall be elected and confirmed as above.
(b) The National Sport Chairs, Regional Coordinators and other regional officers shall be nominated and confirmed as provided in SECTIONS 5.15 through 5.17 respectively, every three years.
- b. The divisional rotation of elected leaders shall be maintained unless eligible and willing candidates are not brought forth on the ballot. In such cases, the candidates may come from the other division and the rotation shall begin with the following election, whenever that may be necessary.

SECTION 5.02. APPOINTMENT

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

SECTION 5.03. OTHER OFFICERS

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

SECTION 5.04. MULTIPLE OFFICES

Individuals may not hold two positions in the NCCAA (e.g., First or Second Vice-President, Regional Coordinator, National Sport Chair, etc.) unless approved by the Administration Committee.

SECTION 5.05. COMPENSATION

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

SECTION 5.06. TERM

Each officer of the corporation under SECTION 5.01 shall hold office for three years, and each officer under SECTION 5.02 shall hold office until his/her successor is chosen or until his/her earlier resignation, removal, or otherwise cannot succeed to the next office.

SECTION 5.07. PRESIDENT

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

SECTION 5.08. EXECUTIVE DIRECTOR

The Executive Director shall manage the affairs and direct the work and employees of the corporation subject to and in accordance with the directions of the Board of Directors; shall be a member of the Board of Directors and the Executive Committee; shall appoint the members of all committees unless these Bylaws provide otherwise for their selection; shall be an ex-officio member of all committees; shall prepare the agenda for all meetings of the Board of Directors and the Executive Committee; shall prepare annual budgets and additional budgets as needed for the approval of the Board; shall be authorized to incur expenses in accordance with the approved budget or as directed by the Board; shall report the work and affairs of the corporation to the Chair of the Board and the Board of Directors at the annual and other meetings; and shall represent the NCCAA on all fundraising calls as available.

SECTION 5.09. DIRECTOR OF MEMBERSHIP

The Director of Membership shall report to the Executive Director; shall serve as the staff liaison to the Administration Committee; shall keep complete copies of records and minutes of meetings of the National Eligibility Committee, and National Administrative Council; shall prepare and furnish blank forms and other printed materials as needed; shall annually update the NCCAA Official Handbook; shall receive and file regional reports; shall receive and file National Chair reports; shall oversee the Eligibility Coordinator who shall receive, review, and verify all NCCAA eligibility documents and hear all appeals rising from any violations; and shall perform other duties as may be incidental to that office.

SECTION 5.10. DIRECTOR OF ADVANCEMENT

The Director of Advancement shall report to the Executive Director; shall serve as liaison to the Advancement Committee; shall provide leadership and management for the direction, planning, and execution of development related activities for the NCCAA. This includes, but is not limited to, major gift fundraising, corporate and foundation relations, donor base development, special events, and communications programs to increase stewardship support for the NCCAA. In conjunction with the Executive Director, the Director of Advancement shall be responsible for creating a fund development, communications, and marketing plan.

SECTION 5.11. DIRECTOR OF COMMUNICATIONS

The Director of Communications shall report to the Executive Director; shall manage association website, public relations and social media; shall manage NCCAA Network and coordinate production of championship streaming efforts; shall work with member Sports Information Directors to secure stories; shall manage the stats reporting process; shall manage the Student-Athlete of the Week Award; shall work with the National Sport Chairs on submission of national rankings, postseason awards, etc.; in concert with the Director of Advancement, shall develop story lines for *The Pursuit* magazine and video projects; shall attend assigned National Championships and coordinate public relations efforts with members and media.

SECTION 5.12. DIRECTOR OF CHAMPIONSHIPS

The Director of Championships shall report to the Executive Director while overseeing and directing all NCCAA Championship Events. Duties shall include budget development, sponsorship opportunities, enhancement of participant experience, and procurement of all awards related to National Championship events. The Director of Championships

shall approve schedules and arrangements for all NCCAA championship events in concert with the Executive Director. Furthermore, in conjunction with the Director of Membership, this individual shall receive and file regional reports and National Chair reports related to regional and national championships.

SECTION 5.13. VICE-PRESIDENTS

- a. First Vice-President. Shall be directly responsible to the President and may assume duties of the President in the President's absence. Shall assume the President's office at the end of three-year term (beginning July 1) or upon resignation of the President. Shall serve on the Administration Committee and, when the President is unable to do so, serve as an ex-officio member of all subcommittees. Shall assist in the development of the agenda for Administration Committee meetings. Shall serve on the National Eligibility Committee.
- b. Second Vice-President. Shall serve on the Administration Committee and assist in the selection of the #KingChasing Award recipient. Shall serve as the Secretary of the Administration Committee of the Board of Directors and submit minutes to the National Office for dissemination within five days of meeting adjournment. Shall assume the First Vice-President's office at the end of the three-year term (beginning July 1) or upon the resignation of the First Vice-President.

SECTION 5.14. SECRETARY

The role of the Secretary shall be Office Manager unless otherwise appointed by the Chairman of the Board of Directors. The Secretary shall take minutes of the Board of Directors meetings and submit them to the Board for approval.

SECTION 5.15. NATIONAL SPORT CHAIR

- a. Function. A National Sport Chair for each sport shall be responsible for directing a national NCCAA competition in his/her particular sport.
- b. Selection. Each National Sport Chair shall be nominated by a majority vote of the sport coaches and shall be confirmed by a vote of the Board of Directors.
- c. Duties. The National Sport Chair shall conduct the NCCAA National Championship in his/her respective sport, in concert with the Tournament Director of the National Championship and/or Vice-Chair of the sport; shall recommend a host site (two years in advance) for the National Championship to the Director of Championships; shall conduct all coaches' meetings; shall oversee weekly or bi-weekly national rankings and the selection of All-Americans; shall oversee the National Championship selection and seeding process; shall submit policy changes, procedures, and recommendations from the coaches' meetings to the Director of Membership 45 days prior to the Annual Convention; shall submit a complete financial report of the National Championship (as provided by the host); shall not enter into any vendor contractual agreement without the permission of the NCCAA Executive Director.
- d. Expense Reimbursement. Each National Sport Chair shall be entitled to reimbursement by the National Office for reasonable travel expenses, including meals and lodging, incurred in attending the National Championship (see job profile in Forms and Procedures section for details on expense reimbursement limits).

SECTION 5.16. REGIONAL COORDINATOR

- a. Function. The Regional Coordinator shall direct and administer all NCCAA sports competitions in his/her respective region with the assistance of each Regional Sport Chair.
- b. Selection. Each Regional Coordinator shall be elected by a majority vote of the participating institutions within the region; shall be confirmed by a vote of the Board of Directors; and shall serve a three year term.
- c. Duties. The Regional Coordinator shall direct and administer NCCAA sports within their respective region; shall set regional meeting dates, chair those meetings, keep minutes, and communicate with the Director of Membership as well as all member institutions within the region; shall screen applicants from prospective regional institutions within the region for membership, in concert with the Director of Membership; shall serve on the National Administrative Council; shall develop unity among member institutions within the region; shall select and work with Regional Sport Chairs in regional playoffs; shall complete a year-end report that includes results from regional championships, All-Regional Teams, Regional Coach of the Year, and other special awards for the region; shall update the Regional Handbook each year and send a copy to the Director of Membership and each member institution in the region; shall maintain the history of the region, including awards and championship information and results; shall represent the region at the NCCAA Annual Convention; and shall not enter into any vendor contractual agreements without the permission of the NCCAA Executive Director.

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- d. Expense Reimbursement. Each Regional Coordinator shall be reimbursed by the NCCAA National Office for onsite expenses (see job profile in Forms and Procedures section for details on expense reimbursement limits), incurred at the Annual Convention, limited to lodging. Each region shall cover travel and administrative expenses incurred for NCCAA business including transportation expenses to the NCCAA Annual Convention, pending the region's financial structure.

SECTION 5.17. REGIONAL OFFICERS

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

SECTION 5.18. NATIONAL ELIGIBILITY CHAIR

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

SECTION 5.19. PRESIDENT'S DESIGNATE

The President's Designate is a position on the Administration Committee that is designated by the President elect. The position is nominated to the committee annually by the President. The role of the President's Designate is to serve on the committee as a voting member and to represent the opposite division of the president elect.

SECTION 5.20. REMOVAL

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

SECTION 5.21. RESIGNATION

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

SECTION 5.22. VACANCIES

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

ARTICLE VI: PARTICIPATING INSTITUTIONS

SECTION 6.01. ELIGIBLE INSTITUTIONS

- a. Definitions. A participating institution, as used herein, is one that has been approved for participation in athletic competition sponsored or approved by the NCCAA. Institutions, as used herein, shall include the undergraduate schools of universities and Bible colleges or institutions that meet the requirements of this section. Academic year, as used herein, shall mean July through June of each year.
- b. Academic Program. To be eligible, an institution must offer an accredited four-year program with academic standards acceptable to the Board of Directors. Only accredited Christian institutions with four-year programs are eligible for regional or national championships (see Sports Policies and Procedures section II.B.4.).
- c. Christian Statement of Faith. To be eligible, an institution must sign annually, at the time of membership renewal, and comply with the Statement of Faith of the NCCAA.
- d. Admission Standards. To be eligible, institutions must admit student-athletes and non-student-athletes under the same admission standards and enroll them through the same regular academic procedure.

- e. Equitable Programs. To be eligible, institutions must provide equitable sport offerings for both genders.
- f. Required Athletic Department Staffing. To be eligible, institutions must provide adequate staffing including, but not limited to, athletics director, faculty athletics representative and/or compliance officer, athletics trainer, senior woman leader, and sports information director.

SECTION 6.02. APPLICATION, NOMINATION, & CONSIDERATION

- a. Application. Any accredited Christian institution offering a four-year degree-granting program may submit an application to the NCCAA. The NCCAA National Office may send application materials to an applicant institution on request by the Regional Coordinator or prospective school and shall send notification of the deadline for final approval with application material sent. NCAA Division I members (full, exploratory or provisional) are not eligible for membership in the NCCAA due to the absence of any reciprocal agreements with NCAA Division I Management Councils.
- b. Commitment. In addition to submitting application materials, a prospective institution must sign a commitment to maintain NCCAA membership for a minimum of three years. Institutions withdrawing membership prior to the end of the three years shall provide written notice to the National Office by July 1 and pay a withdrawal fee as follows:
 - 1. Withdrawing after one year: Institution shall pay a withdrawal fee as follows: Year One Membership Dues Total x 2, plus an additional 6%.
 - 2. Withdrawing after two years: Institution shall pay a withdrawal fee as follows: Year Two Membership Dues Total, plus an additional 3%.
 - 3. Withdrawing after three years: Institution shall pay no withdrawal fee.
 - 4. Withdrawal fees are due in total upon providing notice of withdrawal but no later than August 1.

NOTE 1: An institution may not move to Associate Member status until the completion of the three years of NCCAA membership.

NOTE 2: If an institution closes, completely shuts down its intercollegiate athletics program, or another extenuating circumstance with approval from the Board of Directors, the institution shall pay no withdrawal fee.

- c. Nomination. A vote of the participating institutions in the Region shall be taken regarding recommendation of the nomination before the application may be sent to the Administration Committee.
- d. Deadline. Unless modified by the Board of Directors, in extraordinary circumstances only, June 30 is the deadline for final approval of the application of a prospective participating institution for that institution to participate in the sports competition for the academic year.
- e. Consideration. The completed application materials, along with a site visit summary, shall be considered by the Administration Committee. That committee shall recommend to the Board of Directors that it confirms or rejects participation and to which membership status the institution shall be assigned. Membership status shall be full membership or provisional membership.
- f. Definitions
 - 1. Provisional Membership Status: Provisional status is a possible designation for any prospective institution that seeks full membership. Prospective institutions who are starting new athletic programs, have gender inequity within their program, have questions about their accreditation, or other concerns designated by the National Office and/or site visit team could be denied membership or placed on provisional status.
 - 2. Full Membership Status: Full Membership is the designation that includes all rights and privileges of the NCCAA as stated in the handbook.

SECTION 6.03. CONFIRMATION

- a. Confirmation. The Board of Directors shall consider applications for participation and must confirm the nomination before an institution may participate in NCCAA competition.
- b. Notification. The Director of Membership shall notify the Regional Coordinator and the Athletics Director of the applicant institution regarding the decision of the Board of Directors.
- c. Materials Sent. If the application is approved, the Director of Membership shall send the following to the Athletics Director of the new participating institution: the NCCAA Official Handbook, other necessary materials, and a bill for the current dues. The new participant shall not be entitled to participate in sports competition until the NCCAA receives payment of all dues (due August 1).

SECTION 6.04. RENEWAL PERIOD

- a. Deadline. Each participating institution must renew its participation on or before August 1 to participate in sports competition for the following academic year.

- b. Requirements. For a renewal of participation, a participating institution must send the renewal information sheet by the August 1 deadline and dues by the August 1 deadline.

SECTION 6.05. DUES

- a. Amount. Dues structure shall be approved by the Board of Directors and include an annual increase. All non-dually affiliated members must also remit their annual Catastrophic Insurance (CAT) premium each year. Dually affiliated members that are full members of NAIA, NCAA, and CCAA have Catastrophic Insurance (CAT) via this affiliation and are not required to be on the NCCAA policy.
- b. Deadline. Annual dues are due on August 1. They are delinquent if not paid by the Friday following Labor Day of each year.
- c. Disqualification. If dues are not received by the August 1 deadline, the participating institution may be disqualified from national and regional championships during that academic year.

SECTION 6.06. TERMINATION

- a. Resignation. A participating institution may resign its participation at any time. **However, withdrawal fees shall apply for institutions in their first three years of membership per Bylaw 6.02.b.**
- b. Termination. If a member institution fails to maintain the academic and athletic standards required for membership or fails in ethics, eligibility, or Christian conduct, the Board of Directors, in harmony with the National Sport Chair (where necessary) and Regional Coordinator, may take the following disciplinary steps including warnings, reprimands, probation, and suspension as stated in Section 7.10.
- c. Reinstatement. Following the designated period of discipline, the member institution may be reinstated to full participation status upon the approval of the Board of Directors.

SECTION 6.07. REHEARING

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

SECTION 6.08. ANNUAL BUSINESS MEETING

The Annual Business Meeting of participating institutions shall be held once a year, in conjunction with the Annual Convention. Each institution shall be required to have a voting delegate at the Annual Convention including the entirety of State of the Association, Hall of Fame Event, Regional Meetings, and the Annual Business Meeting. Failure to have a delegate in attendance shall result in suspension of all sports for the upcoming academic year. A member institution may utilize the Proxy Ballot (see Forms & Procedures section) once every three years when attendance is not possible by any institutional representative. When a proxy ballot is used, attendance becomes required for the next two years. New members must send either the Athletics Director or Vice-President over Athletics to the NCCAA Annual Convention the first two years of membership.

SECTION 6.09. VOTING

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

institution has authorized some other person. No quorum shall be required because there are no legally designated numbers.

ARTICLE VII: ATHLETIC COMPETITION

SECTION 7.01. REGIONS

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

SECTION 7.02. DIVISIONS

The Board of Directors shall establish divisions within a sport.

- a. Division I. Division I shall consist of four-year Christian liberal arts institutions.
- b. Division II. Division II institutions shall grant no athletic scholarship to any student-athletes and shall not grant any special financial aid or scholarships to student-athletes unless offered equally to other members of the student body.

SECTION 7.03. AUTHORIZED SPORTS

- a. Current Sports. The current authorized sports for national competition are baseball (Divisions I & II), men's basketball (Divisions I & II), women's basketball (Divisions I & II), men's cross country (Divisions I & II), women's cross country (Divisions I & II), men's golf, women's golf, men's indoor track and field, women's indoor track and field, men's soccer (Divisions I & II), women's soccer (Divisions I & II), softball, men's track and field, women's track and field, men's volleyball, and women's volleyball (Divisions I & II). These may be changed, when necessary, by the Board of Directors.
- b. Levels of Participation. The percentage of schools for a sport to be considered championship status and the percentage of schools for participation of teams that attend a National Championship shall be determined by the Administration Committee (see the Sports Policies and Procedures section for details).
- c. Additions. A sport is authorized for national championships only after successful invitational tournaments or meets sanctioned by the NCCAA have occurred for a minimum of two years, unless shortened by the Board of Directors, and then only when the sport is authorized as a national championship sport by the Board of Directors.
- d. Criteria. The following criteria are used in assessing whether a sport should be authorized for national competition: (1) it must have sufficient financial support to be totally independent and solvent, (2) it must have sufficient participation among member schools in order to represent competition on a national scope, and (3) it must enjoy sufficient interest among member schools so that participation shall provide a competitive quality sufficient for a national champion to be recognized.
- e. NCCAA Invitational Sport. A sport recognized by the NCCAA in which a sufficient number of NCCAA Member institutions declare intent to sponsor as a varsity intercollegiate sport (as defined by the Administration Committee). The institution's Declaration of Intent to Participate certificate shall serve as an institution's official designation of sponsorship. The following shall be the next steps:
 1. An invitational sport shall establish a coaches' association to develop policies and procedures for the sport.
 2. The Administration Committee shall approve the sport's request for invitational sport status.
 3. The coaches' association must submit the request for NCCAA Invitational Status by May 1st and receive approval from the Administration Committee.
 4. There must be growth year to year towards the sufficient number standard of becoming a recognized Championship Sport in the NCCAA. Details of this progress can be found in the Sport Policies and Procedures section.

SECTION 7.04. AUTHORIZED COMPETITION

- a. NCCAA. No sport competition of any type, whether national or regional, shall be sanctioned as an NCCAA sport activity unless it is under the direct supervision and control of the National Sport Chair and Director of Championships. Championship dates, both Regional and National, shall be set by the Administration Committee in concert with the National Administrative Council (NAC).
- b. Host Institution. Any athletic competition shall be under the direct control and supervision of the institution administration of the host institution and the Director of Championships, and no member institution shall participate in any athletic competition that is not under such direct control and supervision.

- c. Other Sports. A sports event in a sport not approved by the NCCAA is neither authorized by nor sponsored by the NCCAA unless that sports event is specifically approved in writing by the Board of Directors. Requests for approval of particular sports events should be submitted in writing to the Director of Membership.
- d. Sunday Competition. For NCCAA regional and national competitions, it is prohibited to schedule and compete on any Sunday unless all institutions involved approve to compete based on special circumstances (e.g., weather or travel issues).

SECTION 7.05. NCCAA NAME, LOGO & SPONSORSHIP

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

SECTION 7.06. TELEVISION & RADIO COVERAGE

- a. Regional Competition. The Regional Coordinator may arrange television, webcasting and/or radio coverage for regional competition. For radio coverage, no notification or prior approval is required. For television and webcasting coverage, notification of the coverage and written approval by the Director of Communications is necessary. The NCCAA reserves the right for a one-minute promotional spot per match in the television and/or webcasting coverage.
- b. National Competition. The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.) of its championship meets, tournaments, and games. All institutions or entities interested in producing a broadcast of any kind must first obtain written approval from the Director of Communications. If approved, the institution or entity shall be charged a rights fee, as listed in the Rights Fee for NCCAA National Championships in the Media and Broadcasting Policies for National Events section of the Sports Policies and Procedures section.

SECTION 7.07. RECRUITING GUIDELINES

- a. Principles. The following principles govern recruitment and campus visitation of prospective student-athletes. The student-athletes should be protected in maintaining normal academic progress while still in high school or junior college. Recruitment should be coordinated with the overall policies that affect enrollment of new students to the institution. The obvious cons of tryouts should be avoided that conflict with the aim of making the intercollegiate program an integral part of the total scholastic program.
- b. Limited Tryouts. Individual or group tryouts may be conducted for the purpose of assisting in the assessment of athletic promise, if tryouts are a part of the general institutional policy in the procurement of students with special talents. Tryouts, where permitted, shall be limited to no more than two days for a specific student.
- c. No Expense Reimbursement. No reimbursement shall be made for any part of the travel expense of prospective student-athletes who visit with the participating institution, either in the form of reimbursement by the participating institution or by any individual or organization, unless the practice is part of the general institution policy in the recruiting of all students and not just limited to student-athletes.
- d. No Contact. No coach or other representative of a participating NCCAA-only institution shall contact a student-athlete who has matriculated to another NCCAA-only institution (see Sports Policies and Procedures section XVII.B.6).
- e. Reporting Contacts. If a student-athlete who has matriculated to an NCCAA-only institution contacts the Athletics Director or a coach of a participating NCCAA-only institution, the contacted institution shall have the responsibility to notify in writing the institution where the student-athlete is presently enrolled within ten days following the first contact (see Sports Policies and Procedures section XVII.B.6).
- f. Investigation. If a contact that violates this section is reported to the Director of Membership, the Administration Committee shall immediately investigate the case and take appropriate action.

SECTION 7.08. HIGH SCHOOL ALL-STAR CONTESTS

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

SECTION 7.09. CHRISTIAN CONDUCT CODE

- a. Principles. The Scriptures establish a framework of values, which shall guide character, behavior, and thought. It shall be the responsibility of a participating institution to enforce the highest principles of Christian conduct, character, values, and courtesy from this Biblical framework. Representatives of participating institutions, including coaches and student-athletes, are expected to abide by their respective institutional code of conduct, which shall be developed from the Biblical framework.
- b. Ethical Acts. Representatives of participating institutions, including coaches and student-athletes, must refrain from dishonest and unethical acts as stated in the Code of Conduct and #KingChasing documents (see Forms and Procedures section).
- c. Sports Competition. No national or regional sports event under the auspices of the NCCAA shall allow any use of beer, wine, liquor, other forms of alcoholic beverages, non-therapeutic drugs, or tobacco. This shall be interpreted to prohibit their sale, sponsorship, or advertising in programs, radio, television, or other promotional media. This shall also include prohibiting the bringing of alcoholic beverages or non-therapeutic drugs into, or at the site of, any event under the auspices of the NCCAA. This shall be for the duration of the event, from arrival to departure home, including any off-site location (e.g. hotels, restaurants).
- d. Institutional Sports Events. Participating institutions in the NCCAA are also expected to adhere to this national policy in the administration of their institutional sports program events.

SECTION 7.10. SANCTIONS

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

- a. General Sanctions. The Administration Committee may punish violation of any NCCAA rules, in its sole discretion, by any or all of the following measures: warning, reprimand, probation, suspension and/or termination. Probation/Suspension categories are as follows:
 1. Supervisory Probation. This status constitutes a "watch" policy by the Board of Directors and the Regional Coordinator. The length of the term shall be at least one year and no longer than two years. Under this status, there shall be no restriction of a team's participation. Players shall be eligible for honors.
 2. Restrictive Probation. This status is usually directed at, but not limited to, one particular sport at a member institution and shall restrict the team (or teams) from participating in postseason competition, prohibits the team (or teams) from receiving honors (both regular and postseason), and prohibits the team (or teams) from rankings and power ratings for up to two years. Depending on the type of violation, individuals on the team (or teams) may also be prohibited from receiving honors (both regular and postseason) for up to two years.
 3. Suspension. Status usually directed at, but not limited to, a particular sport to take effect at the end of the season. Teams on suspension shall not be allowed to compete at the NCCAA level for at least one season, and not more than two, including postseason play. No honors (regular and postseason) shall be allowed for the team members. Teams are prohibited from rankings and power ratings.
- b. Procedure. Charges against any participating institution, its coach or its student-athlete(s) shall first be presented to the offending institution. If not resolved, then a formal complaint may be filed with the Director of Membership. The Administration Committee may initiate investigation of any alleged violation of rules and regulations.
- c. Statistics Penalty. If a participating institution is suspended, no statistics regarding that institution shall be included in statistical releases or in NCCAA record books. However, statistical records of an individual may be counted toward a total four-year record. If suspension or another penalty is limited to one or more specified sports, only such sports shall be affected.
- d. Ineligible Student-Athletes. No participating institution shall permit the use of a student-athlete who is ineligible according to the NCCAA rules and standards. Any participating institution that violates this rule may be subject to suspension from competing in all national and regional NCCAA events pending a full investigation by the Board of Directors.
- e. Delinquent Eligibility Reports. If any participating institution is delinquent in filing its eligibility with the Eligibility Coordinator, it shall be declared ineligible to participate in any postseason competition in any sport in which it is delinquent for that season; shall not utilize the statistics service of the NCCAA until eligibility is cleared;

shall be suspended from participation in any NCCAA national and regional sports events until eligibility is cleared for the delinquent sport; shall be investigated by the Board of Directors for possible penalties of the participating institution; and shall disqualify its student-athletes and coaches in the delinquent sports from NCCAA national and regional awards.

- f. Christian Conduct Code. If any participating institution violates, permits, or condones violation of the Code of Christian Conduct in SECTION 7.09 herein, the Board of Directors may use any or all of the sanctions herein that, in its sole discretion, it deems appropriate.
- g. Delinquent Dues. Participating institutions that have not paid annual dues by the Friday following Labor Day are ineligible for member services and subject to additional penalties. Participating institutions that have not paid annual dues by September 30 are subject to penalties including suspension and termination.
- h. Equitable Programs. If any participating institution fails to provide equitable sport offerings for both genders as stated in SECTION 6.01 herein, the Board of Directors may use any or all the sanctions herein that, in its sole discretion, it deems appropriate.

ARTICLE VIII: MISCELLANEOUS PROVISIONS

SECTION 8.01. AMENDMENT

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

SECTION 8.02. EDITORIAL OR NONCONTROVERSIAL CHANGES

The Administration Committee of the NCCAA Board of Directors, in conjunction with the NCCAA National Office Staff, shall be authorized to adopt (in the interim between annual conventions) noncontroversial legislative amendments that are necessary to promote the normal and orderly administration of the association's legislation, per Constitution Article XIII. SECTION IV. and Bylaws Article VIII. SECTION 8.02.

That authorization shall require a majority vote of the Administration Committee, or the entity designated by the NCCAA National Office Staff. The Administration Committee shall then submit the amendment(s) and/or edits which have been adopted under this authorization at the next Annual Business Meeting.

If a member institution deems any issue is of importance for further discussion and/or should be brought to a vote, it may submit a request for that amendment to be considered at the next Annual Business Meeting. Such distinction is required to be made 30 days prior to the Annual Convention.

SECTION 8.03. DISSOLUTION

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

SECTION 8.04. INDEMNIFICATION

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

SECTION 8.05. RACIAL DISCRIMINATION POLICY

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