



**NORTH
STAR
ATHLETIC
ASSOCIATION**

ADMINISTRATOR MANUAL

North Star Athletic Association Constitution and By-Laws



**NORTH STAR ATHLETIC ASSOCIATION (NSAA)
CONSTITUTION, BY-LAWS AND GUIDELINES/PROCEDURES**

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Available on the NSAA website.

NORTH STAR ATHLETIC ASSOCIATION - CONSTITUTION

ARTICLE I Values/PhilosophyNSAA

Intercollegiate athletics among association members is an integral part of the total educational experience and process. Through athletics, student-athletes experience and understand themselves, others, and the world in which they live. In the act of competition there is an emphasis on commitment, cooperation and team work, high achievement, and working toward a mutual goal. Member institutions, although varied and diverse, share a common commitment to principles, high standards of character development, moral integrity, and social values. The North Star Athletic Association encourages these principles, standards, and values.

The association and its member institutions are subject to the National Association of Intercollegiate Athletics (NAIA) rules and regulations. The welfare of the association, like that of the NAIA, is based upon the integrity of member institutions as defined in the champion of character program. We recognize the value of athletic competition on our campuses for the purposes of developing character and school spirit and aim to live out the NAIA five core values on the field of play, on our campuses, and in our communities: • respect, • responsibility, • integrity, • servant leadership, • sportsmanship.

ARTICLE IINAME and ADOPTIONNSAA

The name of the organization shall be the “North Star Athletic Association” and sometimes hereafter referred to as Association, North Star, and NSAA. The association was incorporated in the state of North Dakota on the 4th day of September, 2013.

ARTICLE IIIPURPOSE.....NSAA

The NSAA is to provide a forum in which member colleges may participate in intercollegiate athletics with institutions that share common goals for their athletic programs. The Association shall provide regulation, supervision, leadership, and promotion among and for its member institution’s intercollegiate athletic programs. Institutions electing to join the association share the belief that the athletic program of a member institution is an integral part of the total educational purpose of the institution. Such a program is the ultimate responsibility of the President at each member institution and must be subject to the control of the faculty and administration in each case. In addition, the NSAA seeks to be:

- As a strong conference with national prominence and significant national committee representation
- Spirited and healthy rivalries with a competitive balance between member institutions
- Sustainable and stable organization
- Quality student-athlete experiences with comprehensive opportunities

ARTICLE IV GOVERNANCENSAA

A. Board of Presidents

1. The membership of the Board of Presidents shall consist of the CEO of each member institution.
2. The Board of Presidents shall meet at least once a year.
3. For the transaction of business, a quorum shall consist of at least two-thirds of the members of the Board of Presidents.

B. Powers and Duties of the Board of Presidents

1. Consistent with the beliefs stated in Article III, the Association is governed by the Board of Presidents, comprised of the Chief Executive Officer of each institution. The Board has ultimate responsibility for the operation of the Association.
2. Review, revise, approve or disapprove any action(s) or recommendation(s) taken by the Executive Committee as well as all recommendations submitted by the appropriate committees through the Board of Athletic Directors.
3. Enacted legislation by the Board of Presidents shall become effective immediately, unless otherwise specified. Disapproval of the Executive Committee’s action(s) shall not be retroactive.
4. Initiate, determine or repeal any legislation, policy or activity of or pertaining to the association
5. Make decisions on membership and withdrawal of membership.

6. Appoint committees for any designed purpose(s).
7. Elect a NAIA Council of Presidents representative that is a different person than the Chair of the Board of Presidents.
8. Employ NSAA commissioner and prescribe his/her duties to fix the terms and conditions of his/her employment.
9. Approve the securing of the NSAA staff including the Communication's Director, Eligibility Chair, Registrar and FAR.
10. Adopt annual budget for the next fiscal year (July 1-June 30) and levy assessments (dues) upon members.
11. The enumeration of the above responsibilities and duties shall not be construed to deny the right of the Board of Presidents to exercise any other power or to perform duties within the field of governance of the association affairs.

C. Officers and Agents

1. The officers of the NSAA shall be a Chair and the Vice Chair. These officers shall be elected by the Board of Presidents and shall serve as officers of the members and the Board of Presidents.
2. To be eligible for election as an officer, such individual must be a member of the Board of Presidents.
3. These officers shall be elected biannually by the Board of Presidents at its annual meeting of the Association, held in the spring, and shall hold office beginning after the close of the annual spring meeting and serve for two years until the close of the next annual spring meeting, or until their successors are elected.
4. The Chair and the Vice Chair will be elected for a two-year term.
5. Any and all officers of the NSAA may be removed at any time by action of two-thirds (2/3) of the members of the Board of Directors at any regular or special meeting.

D. Chair

1. Presides at general meetings of the members and the Board of Directors and serves as Chair of the Executive Committee.
2. Shall be the chief officer in directing the general policy of the Association, shall preside at the Board of Presidents meetings, shall appoint the members of the Association appointive committees, and shall have and exercise such powers and duties as in corporate management usually devolved upon the Chair, and perform such functions as may be delegated to him/her by the Board of Presidents.
3. May act as the official spokesperson for the association, it being understood that on most matters, the Commissioner will perform this function.

E. Vice Chair

1. Shall have such powers and duties as may be prescribed for him/her by the Board of Presidents and may be delegated to him/her by the Chair.
2. The Vice Chair is also the chair elect for the Association and following his/her two-year term as Vice-Chair.
3. In the absence or inability of the Chair, or in the case of his/her death, resignation, or removal from office, the powers and duties of the Chair shall devolve upon the Vice Chair, and the Vice Chair shall exercise all powers and duties of the Chair during such absence or disability.

F. Executive Committee

1. Shall be composed of five members; the voting members will be the three officers of the Board of Presidents composed of the Chair, the Past-Chair, and the Vice-Chair (Chair Elect) of the Board of Presidents as elected by the Board. The other two members are ex-officio and non-voting; Chair of the Board of Athletic Directors and the Commissioner.
2. In the event an active member of the Executive Committee cannot attend a meeting or must be excused due a conflict of interest, the Chair shall select another active member institution's president to serve as a temporary substitute.
3. No vote may be cast by proxy.
4. The presence of all or the presence of all but one of the membership of the Executive Committee shall constitute a quorum. A quorum being present, action may be taken by the majority.

G. Powers and Duties of the Executive Committee

1. Make interim decisions and institute immediate actions in emergency situations which involve the best interests of the association, an active member institution or a student-athlete. The Commissioner shall report the Executive

Committee's actions to each active member of the Board of Presidents within ten (10) days in digest form unless copies of the official minutes are available within that time period.

2. Shall have the full power and authority of the Board of Presidents in intervals between Board meetings insofar as the affairs of the NSAA are generally concerned, except insofar as such power and authority may have been specifically limited by the Board.
3. Resolve administrative issues relative to the immediate operation of the athletic association whenever such issues are not resolved by the Commissioner.
4. Recommend to the Board of Presidents, after due deliberation, any legislation, eligibility rules, regulations or policies which may be deemed advisable.
5. Adjudicate appeals filed following any ruling(s) imposed by the Commissioner and to approve or revoke such ruling. In the event of a tie vote, the ruling(s) of the Commissioner shall be final.
6. Review the association's fiscal year budget and recommend to the Board of Presidents regarding approval or revision.
7. Audit, if deemed necessary, the annual financial report of the association.

H. Board of Athletic Directors

1. The membership of the Board of Athletic Directors shall consist of the Athletic Director of each member institution.
2. The Board of Athletic Directors shall elect a Chair and Vice-Chair. The term should be four years; two years as Vice Chair and two as Chair.
3. The committee has three NSAA ex-officio members: Commissioner, Eligibility Chair, and Communication's Director.
4. The Board of Athletic Directors must meet at least once a year and spring meetings plus additional seasonal meetings
5. For the transaction of business, a quorum shall consist of at least two-thirds of the membership with a simple majority carrying voting decisions.

I. Responsibilities of the Board of Athletic Directors

1. Reviewing operational policies for approval by the Board, or referral to the Board of Presidents, that were developed by any of the committees.
2. Acting as the communication link between the committees and the Board of Presidents.
3. Soliciting nominations and recommending members to Eligibility and Competition/ Committees.
4. Recommending operational policies for Association competition and championships.
5. Establishing a location and setting the agenda for the annual meeting.
6. Legislation initiated by the Board of Athletic Directors for the *Constitution and By-Laws* may be presented for discussion and vote taken; however proposed alterations by the Board of Athletic Directors to these documents can only be executed by the Board of Presidents.
7. The Board of Presidents and Executive Committee have the power and authority to disapprove any action(s) or recommendation(s) taken by the Board of Athletic Directors with respect to the *Constitution and By-Laws*.

J. Board of Faculty Athletic Representatives (FAR's)

1. The membership of the Board of Faculty Athletic Representatives shall consist of the Faculty Athletic Representative of each member institution.
2. The Board of Faculty Athletic Representative shall elect a Chair for a term should be three years and this Chair will also serve as the Association's NAIA Faculty Athletic Representative.
3. The Board of FAR's must meet at least once a year.
4. The Board of FAR's is a direct report to the Board of Presidents but it is recommended that policy changes or issues up for consideration be coordinated with the Board of Athletic Directors.
5. For the transaction of business, a quorum shall consist of at least two-thirds of the membership with a simple majority carrying voting decisions.

K. Responsibilities of the Board of Faculty Athletic Representatives

1. Recommending policies for review issues relating to student-athlete welfare and issues that directly relate to the academics/athletics.
2. Reviewing policies for approval by the Board of Presidents that were developed by the Board of Athletic Directors or any of the committees as they pertain to student-athlete welfare and academics.

3. Acting as the communication link between the Association and its member schools with regards to issues relating to student-athlete welfare and issues that directly relate to the academics/athletics.
4. Soliciting nominations and recommending members to Eligibility Committee.
5. Work with the Commissioner in establishing a location and setting the agenda for the annual meeting.
6. Legislation initiated by the Board of FAR's for the *Constitution and By-Laws* may be presented for discussion and vote taken; however proposed alterations by the Board of FAR's should be coordinated with the Board of Athletic Directors and these documents can only be executed by the Board of Presidents.
7. The Board of Presidents and Executive Committee have the power and authority to disapprove any action(s) or recommendation(s) taken by the Board of FAR's with respect to the *Constitution and By-Laws*.



ARTICLE V COMMISSIONER DUTIESNSAA

The Commissioner is hired by the Board of Presidents and reports to the Board of Presidents. The Commissioner serves as the primary spokesperson for the Association, the primary liaison to the NAIA, and a liaison between the Board of Presidents, Board of Athletic Directors, other committees, and groups associated with each sport. The Commissioner will supervise other persons employed by the association, assure appropriate officiating for core sports, and provide administrative leadership and management for the Association. These include, but are not limited to, maintenance of the Constitution and By-Laws.

1. Maintain regular communication with appropriate NSAA constituents regarding national and association activities as may be necessary to perform duties.
2. Maintain current membership, identify potential member institutions, and, actively recruit as possible new members with consent of the NSAA leadership.
3. Promote and coordinate administration of association events and championships.
4. Report to and work closely with the Council of Presidents and the Executive Committee to set short and long-term goals for the association.
5. Communicate regularly and effectively with NSAA athletic directors to keep them informed of NSAA/national issues.
6. Make annual visits to each member institution's campus.
7. To the extent possible, the Commissioner will attend all scheduled meetings of the Association, such as the Board of Presidents, Board of Athletic Directors, sport committees, Champion of Character representatives, faculty athletic representatives and sports information directors.
8. Work with association sports chairs to develop policy and procedure manuals and master competition schedules.
9. Promote the association through existing initiatives and new public relations opportunities.
10. Actively seek sponsorships, partnerships, and other revenue or value-generating relationships for association.
11. Serve as the ex officio treasurer of the Association and manage the financial affairs. Prepare and recommend to the Council of Presidents the association's annual operating budget; maintain appropriate financial records.
12. Sign contracts regarding the property, funds, projects and activities as necessary and proper for the successful execution of the functions of the association.
13. Serve as association liaison to the NAIA national office. In this capacity the commissioner will:
 - Attend and represent the NSAA at NAIA affiliated association meetings;
 - Attend national NAIA meetings and provide council to the NSAA voting member at such meetings.
 - Complete and return all required NAIA forms to the national office and provide information from the NAIA to member institutions in timely manner;
14. Serve as contact person for mediation of association grievances by:
 - Facilitate resolution of protests, grievances or other special situations involving interpretation and implementation of the rules and policies by hearing the evidence and mediating the dispute. If necessary, the commissioner is the final arbitrator of all disputes.
 - Administer disciplinary or corrective action against individuals, teams or schools as necessary.
 - Opt to present the protests, grievances, and other special situations involving interpretation and implementation of the rules and policies to the Competition/Protest Committee for interpretations.
 - The Commissioner will conduct investigations as needed of the alleged infraction(s).
15. Coordinate and assign officials for individual sports. In this capacity the Commissioner will:
 - Develop guidelines for securing, training, assigning, disciplining, evaluating, and terminating game officials;
 - Ensure annual and effective rules education programming for officials, coaches, staff, and administration;
 - Mediate disputes between officials and the administration and coaches of member institutions;
16. Oversee and coordinate with association communication's personnel for the promotion of the association through the association website and the various media outlets serving the member institutions.
17. Oversee association staff including the Communication's Director, Eligibility Chair, and NSAA FAR.
18. Work with member institutions' administrators and coaches to promote the five core values of the NAIA's Champions of Character initiative.
19. Compile a written report following the academic year as an end-of-year summary report. This report is to be forwarded to the Board of Presidents and Board of Athletic Directors in a timely manner for review prior to the annual meeting of the Board of Presidents.
20. Monitor the process of awards and certificates and produce them as needed.
21. Perform other duties as assigned by the NSAA Council of Presidents.

A. Current Members

The charter members of this organization are as follows:

- | | |
|--|--|
| Dakota State University (July 15, 2013) | Jamestown College (July 15, 2013/Exit-May 2018) |
| Mayville State University (July 15, 2013) | Presentation College (July 15, 2013 – June 30, 2023) |
| Valley City State University (July 15, 2013) | |

Other members since inception are as follows:

- | | |
|---|---|
| Dickinson State University (July 1, 2014) | Waldorf College (July 1, 2014 – June 30, 2024) |
| Bellevue University (July 1, 2015) | Viterbo University (July 1, 2015 - June 30, 2024) |
| University of Jamestown (July 1, 2024) | University of Winnipeg (Provisional July 1, 2015/Withdrew May 2017) |

B. Guidelines for Membership

1. Must offer a minimum of four years of academic work and award bachelor’s degrees.
2. Must be active members of the NAIA and are accredited by the Higher Learning Commission of the North Central Association (NCAHLC).
3. Are subject to a review and inspection by the NSAA Membership Committee.
4. Require a written application filed with the Commissioner and Chair of the Board of Presidents no later than 90 days prior to the annual meeting of the Board of Presidents.
5. Receive an affirmative vote of a favorable three-fourths (3/4) vote of the active full member institutions.
6. Members who intend to change their not-for-profit status or accreditation must notify the Commissioner of intentions. The NSAA Board of Presidents will decide at their next regularly scheduled meeting on the continued status of a member institution.

C. Application and Approval Process

1. Membership application accompanied by a non-refundable fee must be sent to the Commissioner 30 days prior to a campus visit. Once these items are received, a campus visit will be arranged by the Commissioner. Costs of joining the associations are addressed under Article VII.
3. Prospective Member Campus Visit
 - a. The Chair of the Board of Presidents in consultation with the Commissioner will appoint an evaluation team consisting of at least three institutional representatives from different member institutions with at least one president and one athletic director, and the Commissioner.
 - b. Recommended discussion and meeting time would consist of a campus tour and meetings with the Chief Executive Officer, the Athletic Director, the Faculty Athletic Representative and an athletic committee.
 - c. Supplemental meetings may be held with the registrar, coaches, trainer, and sports information director.
 - d. The Commissioner in advance of the on-campus meeting will provide information such as history of the association, operational structure, highlights unique to the Association, basic eligibility and recruiting issues, financial aid in the association if different to NAIA limitations, explanations detailing eligibility certification issues and process and the process for violations.
4. Upon completion of the visit, the visit team will meet to evaluate the institution based on a pre-approved list of criteria and from this information the Commissioner will develop a written report and recommendation for the Board of Presidents. The Board of Presidents will discuss the written evaluation and act on the team’s recommendation at the next regularly scheduled meeting or at a special meeting called by the Chair. This action will be forwarded to the Board of Presidents along with a recommendation and supporting rationale.
5. The Board of Presidents will take action to accept or decline membership of official applicants.

G. Sport Requirements for Active Membership

1. Each active full member shall meet the requirements of a common core of sports for all active member institutions. The common core is defined as baseball, men’s and women’s basketball, football, men’s and women’s soccer, softball and volleyball. An active member institution shall sponsor at least four (4) core sports and at least six (6) NSAA sponsored

sports total. For institutions that are single sex institutions, those active member institutions should sponsor three core sports and at least four (4) NSAA sponsored sports total.

2. Each member institution shall sponsor at least one sponsored sport in each of the three seasons of competition.
3. Member institutions should declare any new core sport sponsorships no later than April 1 of the year preceding the academic year the institution is requesting to compete. Member institutions shall declare any other sport sponsorship no later than April 1 of the year preceding the academic year the institution is requesting to compete. A sport is considered a sponsored sport when at least four (4) member institutions sponsor the sport as per NAIA sponsorship rules, unless special consideration is given by the Board of Presidents.
4. In cases of unusual circumstances, an appeal may be made to the commissioner for review by the Board of Presidents.
5. Active member institutions eliminating specific association sports shall notify other active members of the Board of Presidents by way of the Commissioner of their intentions.
6. If not eligible to compete in NAIA championships and/or eligible for automatic qualification into NAIA championships, participation in post season association tournaments is prohibited.

H. Membership Categories

1. Active Full Membership

- a. Active full members meet the guidelines listed and have been approved for membership by the Board of Presidents, and are in good standing.
- b. Good standing includes but not limited to, compliance with Association constitution and bylaws and NAIA post-season eligibility.
- c. Constituents from the new member institution(s) are eligible to participate as voting meeting in the next regular scheduled meeting following their date of acceptance.

2. Associate Membership

- d. Institutions that do not meet the membership criteria as outlined in Article VI, may belong to the NSAA as an associate member for individual sports by affirmative three-fourths (3/4) vote of the Board of Presidents
- e. An associate member shall vote only on sport specific issues in the sports in which they have been approved for associate membership and are required to follow applicable rules/regulations of the NSAA for that sport.
- f. Associate members are eligible to compete in the association championships.

3. Provisional Membership

- a. Institutions that do not fulfill the membership criteria as outlined in Article VI, may belong to the association as a provisional member by an affirmative three-fourths (3/4) vote of the Board of Presidents.
- b. Provisional members are provided a schedule of competition in NSAA sponsored sports but are not an active voting member of the association.
- c. Provisional members are eligible for athletic achievement awards, association academic awards, and association championships and can receive the association's automatic bid for post season competition if eligible by NAIA rules and regulations.
- d. Provisional members per sport competition counts in the association standings.
- e. The provisional status can only last two years beginning on their effective date of provisional membership and will be reviewed annually by the Board of Presidents.
- f. Full membership status can be reached after fulfilling the requirements for active membership for one full year and only after the receipt an affirmative vote of three-fourths (3/4) vote of the active member institutions.

I. Withdrawal of Membership

1. An active member institution may withdraw from the association by filing an official notice of withdrawal with the Chair of the Board of Presidents and the Commissioner.
2. In the event a member is withdrawing, the commissioner shall immediately notify the president of each active member institution and the withdrawal shall become effective.
3. Withdrawing active member shall comply with all association regulations, including the payment of assessments until the effective withdrawal date. **In addition to regular dues plus any remaining initiation fee as defined in Article VII B:**
 - a. **a withdrawal fee in the amount equal to its annual dues will be paid by the exiting institution in the Association is notified between one and two calendar years of the effective date of withdrawal;**

- b. a withdrawal fee equal to twice its annual dues will be levied if notice of withdrawal is submitted less than one calendar year prior to effective date of withdrawal; or,
 - c. no fee will be assessed if the association is provided two calendar years of notice of withdrawal.
4. Withdrawing active member shall not be entitled to rebates and/or other accumulated assets including the cash reserve.
 5. Withdrawing active member shall be obligated to play all approved athletic competitions with other members in accordance with governing contracts for a period of one (1) year following the announcement date of withdrawal date unless such competitions are waived or modified by written consent of the parties affected.

J. Expulsion, Suspension and Probation

1. By the affirmative vote of not less than three-fourths (3/4) of members of the association, except the offending full member, and subject to the provisions of the Constitution and By-Laws, the association, through action of the Board of Presidents, may impose expulsion, suspension or probation on an active full member for violation of the provisions of the *Constitution and By-Laws*. Board members will be provided a thirty-day notice of such a vote.
2. Termination means complete severance from the association in all sports and activities.
3. Suspension means a temporary severance from the association in one (1) or more sports.
4. Probation means temporary affiliate membership for a specified period, during which time the active member must institute and demonstrate corrective measures to insure conformity to the *Constitution and By-Laws*.

K. Reinstatement of Membership

1. An institution, which has forfeited membership in the Association, may be reinstated by a three-fourths (3/4) vote of the Board of Presidents.
2. Any institution that is reinstated per this provision shall be required to pay the fee for admission, plus all arrears of annual dues and fees.
3. The Commissioner will request that the Board of Presidents review the application for reinstatement, conduct necessary and appropriate study, and prepare a recommendation for action by the Board of Presidents.

L. Dissolution of North Star Athletic Association

Upon termination or dissolution of the **North Star Athletic Association**, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986 (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of the **North Star Athletic Association** hereunder shall be selected by the discretion of a majority of the managing body of the **North Star Athletic Association** and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the **North Star Athletic Association** by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to this corporation, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of North Dakota to be added to the general fund.

ARTICLE VII ASSOCIATION DUES and FEES NSAA

A. Association Dues

1. Recommendation for the amount of annual dues for the subsequent academic year shall be approved by the Board of Presidents at its annual meeting.
2. Dues payments must be received by September 15 to remain in good standing.

B. Association Fees

1. Championship Fees ---Fees may be recommended by the Board of Athletic Directors for participation in association championships but these fees require approval by the Board of Presidents.
2. Application Fee ---fees to apply for membership into the NSAA will be one-time charge of \$2,000 and is due prior to the official vote for membership by the Board of Presidents.
3. Initiation Fees --- Following acceptance into the league, each new member will be required to pay an annual initiation fee of \$5,000 in addition to annual dues for the first three years of membership.
4. Annual Dues --- will be set by the Board of Presidents at their annual spring meeting.

ARTICLE VIII MEETINGS of the BOARD OF PRESIDENTSNSAA

A. Regular Meetings

1. There shall be one regularly scheduled annual meeting (spring/summer)
2. Other meetings can occur upon the call of its Chair with a minimum notice of minimum of one-week notice.
3. The Chair of the Board in consultation with the commissioner shall set the date, time, and location of each meeting.
4. The agenda for the meetings will be determined by the Commissioner and approved by the Executive Committee.
5. Notices of meeting shall be by written notice emailed to the president of each active member institution either by the Chair or Commissioner at the direction of the Chair.
6. The president of an active member institution may designate anyone on his/her administrative staff as his/her official representative at a meeting of the Board of Presidents. That representative may be seated and have the authority to vote at the meeting only by the majority vote of active member institutions' presidents in attendance.

B. Agents or Employees

All agents and employees of the NSAA other than the elective officers shall be appointed and their salaries or other compensation fixed by the Board of Presidents, except to such extent as the Board may have delegated such authority to a committee, officer, the Commissioner, or other agent designated by the Board.

C. Special Meetings

Other special meetings may be held at any time and place upon call of the Executive Committee, or at the request of four member representatives.

D. Robert's Rules of Order

At meetings of the Board of Presidents of the Association, Robert's Rules of Order, newly revised, will be followed unless altered by the Constitution or By-Laws to govern the association by a majority vote.

E. Quorum and Vote

A two-thirds (2/3) of Board of Presidents members is required to constitute a quorum. Each member institution shall be entitled to one vote, unless stipulated otherwise in the Constitution or By-Laws.

ARTICLE IX ASSOCIATION COMMITTEESNSAA

A. Competition/Protest Committee

1. This committee shall consist of three members. One member elected on a staggered basis by the Board of Presidents at the spring meeting with the senior member being replaced every two years.
2. The committee shall inquire into and pass judgment on protests and financial aid violations except those involving interpretation of the Association rules. Appeals of decisions made by this body may be made to the Board of Presidents at the next scheduled meeting. If the Competition/Protest Committee believes the appeal should be addressed sooner, they can request a special vote of the Executive Committee organized by the Chair of the Board of Presidents.
3. In the event that the institution of any member of the Compliance/Protest Committee is involved in a protest or potential financial aid violation, that member shall be excused from the consideration of the case. The Chair of the Board of Presidents shall appoint another member of the Board of Presidents to serve in that instance.

B. Eligibility Committee

1. This committee will consist of four members.
2. One member shall be the NSAA Eligibility Chair who is appointed to a three-year term. The seated Eligibility Chair may be re-elected if the Board of Presidents so choose.
3. One member shall be the NSAA Faculty Athletics Representative Chair, who is elected to a three-year term. The seated Far Chair may be re-elected if the Board of Faculty Athletics Representatives so choose.
4. Two members shall be recommended by the Commissioner and approved by the Chair of the Board of Presidents on an annual basis. The terms begin July 1 and end June 30 of each year.
5. The committee will be charged with responsibility to review all materials required for submission for any eligibility case or for any request for an exception to a standard rule. After review by the committee, the Eligibility Chair will forward a recommendation and submitted materials to the NAIA Legislative Services office.
6. In the event that the institution of any member of the Eligibility Committee is involved in a case submitted to the committee, such member may participate in review of the case but will not participate in developing the recommendation.

C. Nominating Committee

1. The purpose of this three-person committee is to ensure that we have a nominee from our Association each year for every award given by the NAIA where the committee feels there is a suitable candidate.
2. Member will serve three-year terms with the senior member stepping down and new member being added each spring.
3. Members of this committee are appointed by the Chair of the Board of Presidents.
4. Seated members may be re-appointed to an additional three-year term.

D. Champions of Character Committee

1. The committee shall consist of each member institution’s Champion of Character representative to the NAIA.
2. The committee will elect a Chair who is the official NAIA NSAA designee.
3. The Committee shall meet at least once a year to conduct business and develop procedures and discuss methods for promoting the fundamental core values of the Champion of Character in the NSAA and its member institutions.
4. This committee is the primary group responsible for initiating conference programs for the NAIA Champions of Character program which include sportsmanship.

E. Special Committees

1. Special committees may be established by the Board of Presidents or the Chair of the Board when appropriate.
2. The members of such special committees may be elected by the Board of Presidents or appointed by the Chair.

F. Vacancies

1. In case of a vacancy in any committee, the Board of Presidents Chair through consultation of the commissioner shall fill it through appointment.
2. If such position was initially filled by election of the Board of Presidents, this appointee shall serve until the next meeting of the Board of Presidents when the position may be filled by an election.

ARTICLE X AMENDMENTSNSAA

A. Vote

1. The Constitution may be altered or amended by the Board of Presidents at any regular or called meeting by a 2/3 vote of the Board membership.
2. Notice of proposed amendments must be given to members of the Board of Presidents at least 21 days prior to a vote.

B. Proposed Constitutional Amendments

1. A proposed amendment to the Constitution must have been submitted to the Commissioner and Chair of the Board of Presidents at least 21 days before the meeting at which the amendment is to be considered.

2. The Chair or Commissioner will send out proposed amendment to members at least 21 days prior to the said meeting.
3. Amendments can be generated by the Board of Presidents, Executive Committee or by the Board of Athletic Directors.
4. Members of any committee can submit proposed amendments to the Board of Athletic Directors, the Board of Presidents or the Executive Committee for its review and referral to the Board of Presidents for approval.
5. A favorable two-thirds vote will be necessary for adoption of amendments. Such amendment votes as mentioned can occur at a regular or a called meeting or through an electronic vote with at least 21-day advance notice.
6. If changes are mid-year and should not wait to be submitted for review, the Board of Athletic Directors or Commissioner can notify Presidents via email with changes to the Sport and Championship Manual, and provide the members of the Board of Presidents a reasonable period of time to respond to proposed changes.

NORTH STAR ATHLETIC ASSOCIATION – BY-LAWS

GENERAL POLICIES

The Association accepts the current By-Laws of the NAIA as its functioning By-Laws with the following clarifications/exceptions:

A. Membership

1. If a member institution belongs to another national collegiate association that institution shall abide by NAIA policies when those policies are more restrictive.
2. Any member institution may enact institutional policies more restrictive than those defined by the NAIA or another national affiliation.
3. All financial aid provided by member institutions of the association shall meet the guidelines as detailed in the NAIA rules handbook unless otherwise stated in this document.

B. Infractions/Penalties

1. In the event of an Association violation, the Competition/Protest Committee of the Association shall meet with the athletics director, the faculty athletic representative to determine the intent and purpose of the violation.
2. The Competition/Protest Committee should then bring a recommendation to Commissioner to present to the Board of Presidents for appropriate action.

C. Penalties and Forfeitures

1. Enforcement power to enforce provisions of the Constitution and By-Laws and to carry out suspensions and penalties shall be vested in the Commissioner, subject to review of the Board of Presidents and the Executive Committee.
2. The Board of Presidents may recommend to the Board of Presidents appropriate action to be taken, after the president of the offending institution has had a reasonable opportunity to justify the actions of their institution.

D. Infractions

1. Member institutions who submit payments for special assessments more than one month late or who pay annual dues after October 15 for the current academic year, shall be fined \$500 for each offense.
2. Required association forms and/or reports: Any member institution that is late or delinquent in filing required forms and/or reports, (i.e. eligibility certificates, post-season participation reports) may be fined \$200 for each offense.

E. Forfeitures

1. All games in which ineligible athletes were played are automatically forfeited to the opposing team with these exceptions: track and field meets, cross country meets, and tennis and golf matches in which an ineligible athlete may have competed. The institution for which he/she competes shall forfeit all points and trophies won, and the institution's position in the meet, but the records, places, and trophies of the eligible athletes competing in that meet/match for the institution shall not be affected.
2. If a member institution plays an ineligible athlete in an intercollegiate game, that institution shall report the facts at once to the Commissioner. Having concurred the fact of ineligibility, the Commissioner shall immediately declare the

game forfeited, inform the Eligibility Chair of the Association, and inform the institution to which the game is forfeited. All regulations of the NAIA will be followed in these situations.

F. Association Sports

1. NSAA sports are defined as such when at least half of the total member institutions file an official eligibility certificate.
2. Championships
 - a. Association championships are awarded in all official association sports.
 - b. Regular season champions are recognized in the core sports that meet the conference championship requirement of five teams sponsoring a particular sport.
 - c. These regular season championships shall be determined based upon the highest percentage of regular season association contests won.
 - d. In none-core sports championships are determined at the annual association meets.
 - e. Additional information for association championship events, tie-breaking procedures, post-season qualification plans and all other considerations not specifically addressed here are addressed in the sport guidelines document for each sport.
 - f. Arrangements for the annual Association meets in cross country, track and field, tennis, and golf shall be made by the appropriate committee of coaches with the approval of the Board of Presidents.
3. Association Awards
 - a. The Association is to provide championship awards in all official Association sports.
 - b. Individual awards for All-association and Academic All-Association will be provided. Individual awards for none core sports (i.e., cross country, golf, etc.) will also be given by the Association.

G. Infractions

1. A member institution may file a written complaint with the Commissioner alleging that a fellow member institution is in violation of the Association guidelines.
2. The institution alleging such a violation is to provide any information that supports the complaint.
3. The Commissioner may refer the challenge to the Competition/Protest Committee for investigation or to assist in evaluating the challenge.
4. This committee and the Commissioner will make its investigation report and recommendation to the Executive Committee as soon as possible for evaluation.
5. The Executive Committee findings and recommendations may be forwarded to the Board of Presidents for final action.

H. Amendment Procedures

1. Amendment procedures may be altered or amended at any regular meeting of the Board of Presidents by a simple majority vote of the membership.
2. The Board of Athletic Directors and/or the Commissioner can propose changes and prepare a recommendation for action by the Board of Presidents

I. Specific Sport Amendment

A proposed specific-sport amendment must be presented as a written document. Documents initiated by coaches must show that the amendment was discussed, voted on, and passed (vote recorded) by a majority of the coaches in that sport. The chair for that sport will then submit the proposed amendment to the sport supervisor and the Commissioner. The proposal for an amendment should clearly articulate the rationale for the proposed change. The sport supervisor will bring the proposal to the Board of Presidents at the next regularly scheduled meeting.

J. Submission

Any proposed amendment to the By-Laws must be submitted to the Commissioner (preferably emailed as an attached word document) at least 15 days prior to the Board of Presidents meeting at which it is to be presented. This will allow the Commissioner adequate time to provide a copy to each member of the Board of Presidents at least 10 days prior to the meeting at which the amendment is to be considered.

K. Transfer Policy

Any student-athlete transferring within the North Star Athletic Association must sit out one year from competition. The academic year is defined as the last day of the last academic term of the certifying institution, which is the conference school that the student is transferring from. Appeals may be made to the Commissioner of the NSAA.

APPENDIX A:..... PROCEDURES.....NSAA

The following procedures in the NSAA provide more clarity to the operation of Association policies. It is a resource for athletic personnel at member institutions who occasionally find it difficult to locate various Association procedures. *Additional procedures are located in the sports guidelines.* Any proposed amendment to the procedures must be submitted to the Commissioner (preferably e-mailed as an attached word document) at least 15 days prior to the Board of Presidents meeting at which it is to be presented. This will allow the Commissioner adequate time to provide each member of the Board of Presidents with a copy of the proposed amendment at least 10 days prior to the meeting.

1. Limitations on scheduling will not include NAIA or other affiliated post-season contests. Exceptions need to be cleared with the Board of Presidents.
2. Original copies of all eligibility forms must be mailed to the Eligibility Chair postmarked on or before the first scheduled competition. The post season participation list shall be submitted and postmarked on or before the following dates: Fall Sports – December 1; Winter Sports – March 15; Spring Sports – June 1. The above forms shall be made accessible to any member institution upon request. On split seasons (e.g. indoor track, basketball), the updated eligibility certificate will be sent to the Eligibility Chair 14 days following the opening of each institution’s spring semester.
3. All-NSAA Academic Award Criteria:
 - a. Freshman standing or above at the start of the season;
 - b. Minimum cumulative GPA of 3.250;
 - c. Participated in the sport during the season they become eligible according to 1 and 2 above;
 - d. Finish the semester during which they met 1, 2, and 3 above maintaining the minimum GPA of 3.250.
 - e. Academic All-Association is due no later than January 15 for fall sports and June 15th for all others.
4. The Board of Presidents determined that all NSAA students are to be admitted free with current ID to regular season and post season contests. NAIA passes are honored at all NSAA games including tournaments and classics.
5. NAIA Faculty/Staff ID’s are honored at association contests – two people are admitted with each ID.
6. There are no pass lists for visiting teams at contests.
7. A certificate approved by the Board of Presidents is awarded to athletes who are named to All-Association Teams. Costs for these certificates are included in the annual dues.
8. Head coaches, SIDs, head athletic trainers, and athletic directors from each college are expected to attend annual meetings of the Association as designated by the Board of Presidents
9. It is the responsibility of each college to communicate cheerleading policy at their respective campus to all visiting teams.
10. It is expected that all member institutions honor a letter-of-intent and refrain from further recruitment of an athlete who has been signed. Violations should be sent to the Commissioner who will forward them to the compliance/protest committee.
11. Pep bands of visiting teams must get approval from host schools if they wish to perform.
12. Each sporting event must have a designated game administrator.
13. If a team must forfeit games/matches for any reason, the win/loss records of all participating schools will be revised and Association standings and/or champions will be restated.
14. The Association Champion for each sport and the coach of the year for each sport are to be recorded in the minutes of the Board of Presidents meetings.
16. Officials should have a secure locker room with shower facilities available. Additional hospitality of drinks, sandwiches, and towels are encouraged.
17. If the Association is dissolved, any assets remaining after expenses and liabilities are eliminated, will be divided equally among the Association members at the time of dissolution.
18. The Executive Committee will be provided copies of the employment agreements, or contracts, for all employees or contract workers of the Association.
19. The Commissioner will be provided travel, meal, and housing reimbursement expenses incurred by performing duties as commissioner and as approved by the Board of Presidents in the annual budget.

20. All participants listed on the official roster will be admitted to post season tournament games. It is the responsibility of the coach to send a copy of the official roster to each host site.
21. No reimbursements will be dispersed to member institutions for post-season participation in any sport.
22. Criteria for receiving a lifetime pass should include: 1) associated with the athletic department for a minimum of 10 years as a member or volunteer, 2) make a significant contribution to the athletic department, 3) majority vote of approval by the Board of Presidents. The pass can be used for all regular-season and post-season events.
23. The Commissioner with consultation from the Nominating Committee will process NAIA awards according to the following schedule:

A O Duer Award – The outstanding male and female junior student of any NAIA intercollegiate athletic team with an overall GPA of at least 3.75 (on a 4.00 scale). Send nominations to NSAA Nominating Committee by February 7.

Emil Liston Award – The outstanding male & female junior student of an NAIA men’s or women’s basketball team with an overall GPA of at least 3.5 (on a 4.00 scale). Send nominations to NSAA Nominating Committee by February 7.

Clarence “Ike” Pearson – Awarded annually to a member of the NAIA Sports Information Directors Association to honor outstanding contributions to the profession. This nomination sent to the NAIA by March 1.

LeRoy Walker – All NAIA student-athletes are eligible for this award that considers academic achievement, campus leadership, community service, and the embracing of the five core character values of the NAIA Champions of Character initiative. Nominee must have been in attendance at the nominating institution a minimum of two terms at the time of the nomination. This nomination is sent to the NAIA. Send nominations to the NAIA by October 1.

Larry Lady Award – Commissioner is responsible for processing nominations by spring meeting.

Wally Schwartz FAR – Send nominations to NSAA Nominating Committee by March 1.

NSAA Athletic Director of the Year – The nomination & voting handled by Commissioner prior to the annual meeting.

NSAA Trainer of the Year Award – AD responsible for Athletic Training is responsible for processing nominations.

NSAA Sports Information Director of the Year – AD responsible for SID’s is responsible for processing nominations
Committees

Executive Committee

Chair – Dr. Alan LaFave
 Vice Chair – Dr. Rick Trietley
 Past Chair – Dr. Dr. Brian Van Horn
 Ex-Officio – Pete Stanton, Athletic Director Chair
 Ex-Officio – Roger Ternes, NSAA Commissioner

Eligibility Committee

Chair – Dave Bass
 Erin McDonnell-Jones – NSAA FAR Chair
 Brandy Blamble – NSAA Registrar
 Cynthia Ryder – FAR
 Jo Ann Marson – FAR

Board of Athletic Directors

Chair – Pete Stanton
 Vice Chair – Jeff Dittman
 Ex-Officio – Roger Ternes, NSAA Commissioner
 Ex-Officio – Dave Bass, North Star Eligibility Chair

Nominating Committee

Dave Bass, Eligibility Chair
 Erin McDonnell-Jones, FAR Chair
 Kristen Fleury, COC

Board of Faculty Athletic Representatives

Chair – Erin McDonnell-Jones

Champions of Character Committee

Chair – elected by COC liaisons

Competition/Protest Committee

Pete Stanton – BOAD Chair
 Dave Bass – Eligibility Committee
 Dr. Alan LaFave – BOP Chair
 Roger Ternes, NSAA Commissioner

Expansion Membership Committee

Executive Committee Chair
 BOAD Chair
 Eligibility Chair
 Commissioner



MEMBERSHIP APPLICATION

NORTH STAR ATHLETIC ASSOCIATION

General Information			
Name of Institution:			
Year of Establishment:			
Physical Address:			
Mailing Address:			
Main Campus Phone:		Web Address:	
Type of Institution: <input type="checkbox"/> Public <input type="checkbox"/> Private		Calendar System: <input type="checkbox"/> Semester <input type="checkbox"/> Trimester <input type="checkbox"/> Quarter	
Church Affiliation/Control:		Regional Accrediting Agency:	
Current Regional Accreditation Status:		Expiration Date of Current Accreditation:	
Athletics Oversight			
President/Chancellor:			
Phone:	E-mail:	Fax:	
Years served in Position:	City:	State:	Zip:
Athletics Director:			
Phone:	E-mail:	Fax:	
Years served in Position:	City:	State:	Zip:
Faculty Athletics Representative:			
Phone:	E-mail:	Fax:	
Years served in Position:	City:	State:	Zip:
Chief Financial Officer:			
Phone:	E-mail:	Fax:	
City:	State:	ZIP Code:	
Years served in Position:			
Sports Information Director:			
Phone:	E-mail:	Fax:	
Years served in Position:	City:	State:	Zip:
Director of Admissions:			
Phone:	E-mail:	Fax:	
Years served in Position:	City:	State:	Zip:

Men's Sports sponsored		- Roster Size	Staff Size	Women's Sports sponsored		- Roster Size	Staff Size
<input type="checkbox"/>	Football			<input type="checkbox"/>	Volleyball		
<input type="checkbox"/>	Cross Country			<input type="checkbox"/>	Cross Country		
<input type="checkbox"/>	Soccer			<input type="checkbox"/>	Soccer		
<input type="checkbox"/>	Basketball			<input type="checkbox"/>	Basketball		
<input type="checkbox"/>	Wrestling			<input type="checkbox"/>	Wrestling		
<input type="checkbox"/>	Baseball			<input type="checkbox"/>	Softball		
<input type="checkbox"/>	Golf			<input type="checkbox"/>	Golf		
<input type="checkbox"/>	Track and Field			<input type="checkbox"/>	Track and Field		
<input type="checkbox"/>	Other Sports:			<input type="checkbox"/>	Other Sports:		

ADDITIONAL INFORMATION

Please provide information on a separate sheet for consideration to join the North Star Athletic Association

1. Provide a brief history of your school:

2. What is your school's mission statement?

1. How many students are enrolled?

2. Full-time enrolled?

3. Part-time enrolled?

4. Male/Female %:

5. Commuter %

6. What is your full-time equivalent?

7. Please attach a sheet with majors and minors offered.

8. Summarize the philosophy of your athletic department -

9. Tuition:

10. Room & Board:

11. Books:

12. What is the amount of financial aid given to students:

13. Summarize the criteria used to award financial aid: Need-based? Merit-based? Special Requirements: (e.g. minimum GPA)

14.	Describe any planned changes to your athletic facilities:
15.	Give the size of your athletic budget, with breakdowns according to sport. What is covered by each sport budget? (e.g. travel, postage, meals, etc...)
16.	Why does your school wish to be considered for membership in the NSAA?
17.	Please provide a copy of an institutional audit report and/or proper documentation that could provide the same type of financial data that would be included on an audit report.
18.	Please provide any exceptions to the membership requirements that your institution is asking the Board of Presidents to take into consideration with regards to your membership application.

Application and Approval Process

- Membership application should be sent to the NSAA Commissioner 30 days prior to desiring consideration. Once these items are received, the commissioner will contact the applying institution to discuss whether an on campus visit will be necessary.
- Expenses for any campus visits will be the responsibility of the NSAA.
- The initial reviewing group of the application will be a special four-person membership advisory committee as assigned by the Chair of the NSAA which is made up of at least one president and one athletic director with three different institutions represented as well as the NSAA Commissioner
- Normal recommended discussions and meetings would consist of a campus tour and meetings with the Chief Executive Officer, the Athletic Director, and the Faculty Athletic Representative. Supplemental meetings may be requested by the NSAA Board of Presidents with the Vice President of Academics/ Provost, Registrar, Head Coaches, Assistant Coaches, Trainers, or the Sports Information Director.

The Membership Committee through the Commissioner will provide the applying institution with information as requested and can include the following:

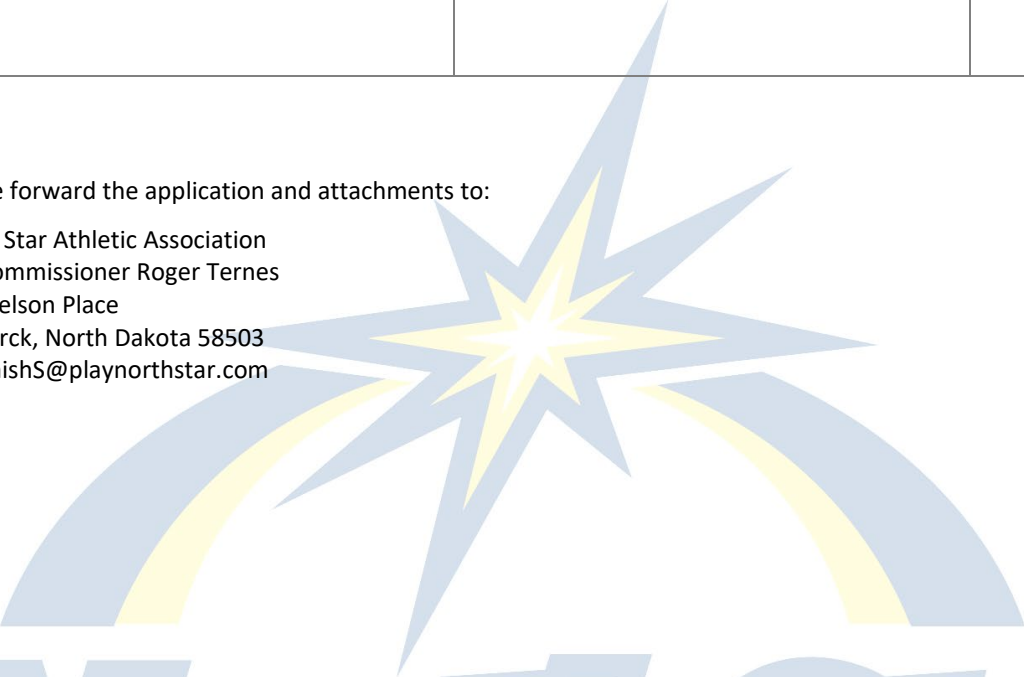
- History of the NSAA
- NSAA Constitution and Bylaws and applicable Policies and Procedures Manuals
- Operational structure of the Conference
- Highlights unique to the Conference
- Basic eligibility and recruiting issues
- Financial aid restrictions if different than those imposed by national governing body
- Explain eligibility certification issues and process
- Answer questions asked by the applicant

Upon completion of a visit, the visit team will meet to evaluate the institution based on a pre-approved list of criteria and develop a written report and recommendation for the NSAA Executive Committee. The Executive Committee makes a recommendation to the Board of Presidents at their next regularly scheduled meeting. The Board of Presidents will take action to accept or decline membership or defer to a later date. A \$2,000 application fee must accompany the membership application to the NSAA. New members will also be required to pay an initiation fee of \$5,000 per year for three years. Current annual dues are \$20,000 and are subject to change and are payable on or before July 1 of each year of membership. Associate membership will have an adjusted fee structure dependent upon sport membership.

SIGNATURES		
Chief Executive Officer Name (Printed or Typed)	Chief Executive Office Signature	Date
Athletics Director Name (Printed or Typed)	Athletic Director Signature	Date
Faculty Athletic Representative (Printed or Typed)	Faculty Athletic Representative Signature	Date

Please forward the application and attachments to:

North Star Athletic Association
 c/o Commissioner Roger Ternes
 501 Nelson Place
 Bismarck, North Dakota 58503
 commishS@playnorthstar.com



North Star
Athletic Association