



CONSTITUTION

**Adopted
April 28, 2009**

Constitution of the Chicagoland Collegiate Athletic Conference
Adopted and Effective April 28, 2009

ARTICLE I – NAME AND STATUS

The name of the conference shall be the Chicagoland Collegiate Athletic Conference (the “Conference”). The Conference is an unincorporated association of institutions of higher education, the purpose of which is to facilitate the institutions’ attainment of the objectives set forth in Article III.

ARTICLE II - VOTING MEMBERS

Section 1. Full Members. As of the date of adoption of this Constitution, the following institutions shall be full members of the Conference with full voting rights (each a “Member”):

- Calumet College of St. Joseph,
- Cardinal Stritch University,
- Illinois Institute of Technology,
- Indiana University South Bend,
- Judson University,
- Olivet Nazarene University,
- Purdue University Calumet,
- Purdue University North Central,
- Robert Morris College,
- University of St. Francis,
- Saint Xavier University,
- Trinity Christian College, and
- Trinity International University.

Only duly authorized Member representatives may vote on Conference matters, have a seat on the Executive Committee and serve as Conference officers.

Section 2. Participation by President/CEO. Each Member’s President/CEO (or a proxy representative) is strongly encouraged to attend an annual meeting of the Executive Committee to receive updates on Conference matters and provide input and feedback as necessary and appropriate.

ARTICLE III - OBJECTIVES

The objectives of the Conference are as follows, and the Conference shall be governed and its Executive Committee and officers shall act in a manner consistent with these objectives:

- Promote and create interest in intercollegiate athletics in the Chicagoland area;
- In keeping with the National Association of Intercollegiate Athletics’ (NAIA’s) “Champions of Character” Initiative, encourage sportsmanship and fair play in all aspects of the athletic environment;

- Promote the academic success, physical health and character development of all student-athletes;
- Increase athletic awareness and involvement throughout the entire institutional community of each respective Member;
- Provide an avenue for individuals and teams to strive for Conference championships and qualify for NAIA National Tournaments;
- Work to uphold Conference and NAIA rules and standards; and
- Provide valuable educational opportunities and experiences outside of the classroom.

ARTICLE IV - MEMBERSHIP

Section 1. Eligibility Criteria. To be eligible for membership in the Conference, an institution must satisfy all of the following requirements:

- (a) Be a member of the NAIA;
- (b) Be an accredited, four-year institution of higher education, granting a minimum of a Bachelor's Degree;
- (c) Accept the Conference Constitution and agree to foster all objectives included therein;
- (d) Have its Athletic Director and Faculty Athletic Representative assume full responsibility for administering the rules and regulations of the Conference and the NAIA;
- (e) Strongly encourage their administration to develop a wide range of intercollegiate sport offerings;
- (f) Declare their intention (as applicable) to participate in NAIA Division I or Division II; and
- (g) If opting to participate in NAIA Division I, offer up to 12 full scholarships in men's and women's basketball; and if opting to participate in NAIA Division II, offer up to 6 full scholarships in men's and women's basketball.

Section 2. Membership Application Process. To request membership in the Conference, an institution must:

- (a) File, by September 1, a letter with the Conference Commissioner requesting membership and indicating the institution's agreement with the Constitution and the rules of the Conference;
- (b) Submit an application fee of \$500.00 to the Conference Commissioner;
- (c) Host, on its campus, a committee of Conference administrators and facilitate meetings with key members of the institution's administration;
- (d) Make a formal presentation of the institution's intention to join the Conference at the Fall Executive Committee Meeting; and
- (e) Receive a ¾ affirmative vote from all Members in attendance at the Fall Executive Committee Meeting.

Section 3. Provisional Membership Status. Upon satisfying the requirements of Section 2 above, an institution shall be deemed a “Provisional Member”, and its participation in the Conference will begin with the Fall season of the following academic year. During the time it is a Provisional Member, the institution is encouraged to schedule as many Conference opponents as possible, but it may not participate in officially sanctioned Conference, including tournament, play or receive Conference post-season honors or recognition (team or individual). At the Spring Executive Committee Meeting immediately following its participation in the Conference, the institution’s request for membership in the Conference shall again be considered by the Executive Committee. If the institution again receives a $\frac{3}{4}$ affirmative vote from all Members in attendance, then the institution shall be a Member of the Conference and shall be entitled to all rights of a Member, including to participate in regular and post-season Conference tournament play and to be eligible for all Conference post-season honors and recognition (team and individual).

Section 4. Probation. (a) A Member may be placed on either Supervisory or Restrictive Probation for any of the following violations upon a $\frac{3}{4}$ affirmative vote of the Executive Committee:

- (1) Failure to pay its dues;
- (2) Failure to send a voting representative (or proxy representative) to two consecutive Executive Committee meetings; and/or
- (3) Acting in a manner determined to be detrimental to the overall success, character and well-being of the Conference.

(b) The vote of the Executive Committee to place a Member on probation must specify whether it is placing the Member on Supervisory Probation or Restricted Probation, must specify the length of the probation, and must indicate whether the probation is applicable to a specific sport(s) or to the Member as a whole.

(c) For purposes of this Section 4, “Supervisory Probation” shall be strictly a warning, and the Member shall retain eligibility for Conference championships and voting privileges. “Restrictive Probation” shall entail the following sanctions: (1) ineligibility to participate in Conference championships; (2) suspension of voting privileges; and (3) such other terms and conditions as the Executive Committee deems appropriate given the circumstances.

Section 5. Expulsion. If a Member on Restrictive Probation fails to correct the violation(s) that led to it being placed on such probation and/or to abide by the directives/sanctions set forth by the Executive Committee, the Member may be expelled from the Conference. A decision to expel a Member from the Conference shall be made by closed ballot of the Executive Committee and shall require a $\frac{3}{4}$ affirmative vote of all Conference Members. An institution who is expelled from the Conference may re-apply, in accordance with the provisions of this Section 2, for Conference membership after a two-year waiting period.

Section 6. Appeals. A Member placed on probation or expelled from the Conference may appeal such a determination only by filing a written letter of appeal with the Conference Commissioner within 30 days of receiving notification of the initial decision. Upon receipt of

such a notification, the Conference Commissioner shall facilitate the appeal process, which shall entail a review of the Executive Committee's decision by the Presidents/CEOs of the Members, excluding those on Restrictive Probation. The decision of the Executive Committee shall stand unless a majority of the Presidents/CEOs affirmatively vote to overturn its decision.

Section 7. Resignation from Conference. A Member may resign from the Conference by submitting a written letter to the Conference Commissioner of its intention to do so. A Member should make all reasonable efforts to have its resignation take effect on a date that cause the less disruption to the operation of the Conference.

ARTICLE V – EXECUTIVE COMMITTEE AND OFFICERS

Section 1. Executive Committee. The governing body of the Conference shall be known as the Executive Committee, which shall be composed of one individual from each Member. This individual shall be the Athletic Director of the Member or his/her designated representative.

Section 2. Elected Officers. The Executive Committee shall elect, by majority vote, one of its members to serve a two-year term as Conference Commissioner. The Executive Committee shall also elect, by majority vote, one its members to serve as Treasurer and another to serve as Executive Secretary. The term of the Treasurer and Executive Secretary shall be one year. At no time shall multiple officer positions be occupied by the same individual. An individual holding an office in the Conference may be re-elected to that office. All elected, Conference offices shall be part-time positions and shall be entitled to an annual stipend in an amount determined by the Executive Committee. The Executive Committee shall, as needed, review the structure and expectations of these offices to ensure the Conference's compliance with future NAIA legislation and standards mandate.

Section 3. Conference Commissioner. The Conference Commissioner shall have the following responsibilities:

- (a) Prepare an agenda for all regular meetings of the Executive Committee and submit the same to all Executive Committee members at least 7 days prior to the meeting date;
- (b) Preside at all Executive Committee meetings;
- (c) Make arrangements for all regularly scheduled and special meetings;
- (d) Receive all protest filed with the Executive Committee and ensure that the same are acted upon in a manner consistent with this Constitution;
- (e) Act as the liaison between the Conference and the NAIA, including, without limitation, attending the annual NAIA National Convention and Conference Commissioners Meeting and timely filing all mandated official NAIA documentation;
- (f) Facilitate all appeals related to a Member's probation or expulsion; and
- (g) Perform such other duties assigned, from time to time, by the Executive Committee.

Section 4. Treasurer. The Treasurer shall have the following responsibilities:

- (a) Invoice all Conference Member's for dues and fees;

- (b) Manage all financial holdings of the conference and oversee the supervision of the Conference account at a financial institution(s) approved by the Executive Committee;
- (c) Remit all Conference bills for payment;
- (d) Prepare a written financial statement and distribute it at each Executive Committee meeting; and
- (e) Perform such other duties assigned, from time to time, by the Executive Committee.

Section 5. Executive Secretary. The Executive Secretary shall have the following responsibilities:

- (a) Record and distribute all minutes of all meetings of the Executive Committee within 7 days of the meeting;
- (b) Purchase and disseminate all Conference awards to the respective Individual Sports Chairs or Athletic Directors;
- (c) Maintain updated copies of the Conference’s Constitution, By-Laws and Sports Guidelines; and
- (d) Perform such other duties assigned, from time to time, by the Executive Committee.

Section 6. Removal. Any person holding any office created under this Constitution may be removed at any meeting of the Executive Committee (a) if elected, upon the affirmative vote of 2/3 of all members of the Executive Committee, and (b) if appointed, upon the affirmative vote of majority of all members of the Executive Committee. In the event of any vacancy in any office, the Executive Committee may elect an officer to fill such vacancy.

ARTICLE VI – APPOINTED OFFICERS AND COMMITTEES

Section 1. Eligibility Chair. The Executive Committee shall appoint a registrar or faculty athletic representative from a Member to serve as Eligibility Chair, who shall be entitled to receive an annual stipend as determined by the Executive Committee. The Eligibility Chair shall, in the first instance, be responsible for the verification of eligibility of all student-athletes of Members. In the event that a Member seeks to challenge the determination of the Eligibility Chair, the Member shall file a protest with the Conference Commissioner, who shall then appoint a three-member Eligibility Committee composed of Member registrars and/or faculty athletic representatives to review the decision of the Eligibility Chair. The decision of the Eligibility Committee shall be final. Members of the Eligibility Committee shall serve without compensation.

Section 2. Individual Sport Liaisons. A Liaison from the Executive Committee shall be assigned to each Individual Sport Committee. In assigning Liaisons, the goal of the Executive Committee will be to place an Executive Committee member with a strong interest/background in a sport with the particular Individual Sport Committee. In general, the Liaison will be responsible for remaining in close communication with his assigned Individual Sport Committee and its respective Chair, acting as a “bridge” between that particular sport and the Executive Committee. In particular, the Liaison shall:

- (a) Ensure that the Individual Sport Committee assigned to him meets at least once each academic year;
- (b) Serve as a conduit between the Individual Sport Committee and the Executive Committee;
- (c) Request, within 7 days of the event, written summary/minutes from the Individual Sport Committee meeting; and
- (d) Bring all proposed Individual Sport Committee motions to the Executive Committee for a final vote and report back to the Individual Sports Chair any activity taken by the Executive Committee.

Section 3. Individual Sport Committees. Each individual Conference sport shall have a designated Individual Sport Committee composed of the head coaches from all Members participating in the sport. Each such Committee shall meet as often as it deems appropriate, but in no event less than annually. Each such Committee shall establish and regularly review By-laws governing its sport, which By-laws and any amendments thereto shall be subject to the approval of the Executive Committee in accordance with Article XII hereof. Each Individual Sport Committee shall elect, from its members, a chair. The chair shall have the following responsibilities:

- (a) Give a verbal or written report to the Executive Committee at its Fall and Spring Meetings;
- (b) Report all recommendations of the Committee to the Executive Committee for approval;
- (c) Prepare an agenda for an annual meeting and mail the same to all head coaches at least 7 days prior to his Individual Sport Committee's meeting;
- (d) Coordinate the schedule for the next year;
- (e) Coordinate the voting for Conference awards and honors;
- (f) Coordinate post-season Conference tournaments;
- (g) Review and update as needed individual sport By-laws on an annual basis;
- (h) Within 7 days after its annual meeting, e-mail a summary/minutes of the meeting to the Committee's designated Individual Sport Liaison.

Section 4. Sports Information Directors. The Executive Committee shall appoint an individual to serve as Conference Sports Information Director, who shall be entitled to receive an annual stipend as determined by the Executive Committee. Each Individual Sports Committee shall appoint an individual to serve as its Sports Information Director, who shall serve without compensation. The Conference Sports Information Director shall have the following responsibilities:

- (a) Provide a manual for all the individual Sport Information Directors related to all Conference sports information guidelines and policies;
- (b) Host an annual meeting of all individual Sports Information Directors prior to the start of each academic year to discuss and review Conference sports information guidelines and policies;
- (c) Make certain that all information on the Conference website is current and accurate;

- (d) Oversee material submitted for the Conference website by individual Sport Information Directors;
- (e) Conduct pre-season polls for all individual Sport Information Directors and publicize results, along with pre-season sports previews, in a pre-season web article;
- (f) Oversee coordination of publicity for all post-season Conference championships;
- (g) Select Conference Player of the Week Honorees and provide a web release of their selection;
- (h) Provide a post-season web article for each individual sport, summarizing the season and referencing All-Conference Team, Player of the Year and Coach of the Year;
- (i) Establish a positive working relationship with contacts at Chicagoland media outlets;
- (j) Maintain accurate files of championships in all sponsored sports and develop an updated and accurate history of Conference sports;
- (k) Report to the Executive Committee at its Fall and Spring Meetings; and
- (l) Be responsible for all Conference statistics.

ARTICLE VII – MEETINGS & VOTING

Section 1. Regular Meetings. Two regular Executive Committee meetings shall be held each year. The annual Fall Meeting shall take place on the last Wednesday in September, and the annual Spring Meeting shall take place on the last Monday in April. All meetings shall be conducted in a business-like manner and shall, except as otherwise provided for herein, be conducted in accordance with Robert’s Rules of Order. Each Member shall be entitled to one vote at a meeting, which shall be cast by either the Athletic Director or his/her designated proxy. In the event of a tie, the Conference Commissioner shall cast the deciding vote.

Section 2. Special Meetings. The following process shall be employed for special meetings (meaning any meeting other than those required by Section 1 above) and the conduct of business occurring at such meetings:

- (a) The Conference Commissioner can arrange for the conduct of business and voting thereon by mail, fax or e-mail, provided that information is distributed in sufficient detail to allow members of the Executive Committee to pass on the matter(s); or
- (b) If immediate action is required, the Conference Commissioner can arrange a telephone conference call with the Executive Committee members, provided that such conference call allows all members to hear and respond to one another.

ARTICLE VIII - ELIGIBILITY

All rules governing eligibility of student-athletes shall be the same as the NAIA guidelines and standards.

ARTICLE IX - OFFICIALS

Section 1. Officiating Assignment Chair. It is recommended that each individual Conference sport, through its Individual Sports Committee, in conjunction with its Liaison, hire an Officiating Assignment Chair. Officiating Assignment Chairs shall be paid a salary determined

by the Executive Committee. When an individual Conference sport has an Officiating Assignment Chair, this Chair shall have the following responsibilities:

- (a) Schedule certified officials for all regular and post-season home contests;
- (b) Provide an officials' rating form with evaluation criteria to all coaches;
- (c) Provide a post-season ranking form to all head coaches no less than two weeks prior to the end of the regular season, which will allow the coaches to rank officials for possible post-season assignments
- (d) Keep accurate and detailed records of all officials' evaluations and rankings;
- (e) Attend the meetings of the Individual Sports Committee; and
- (f) Schedule training sessions and clinics as necessary, but in no event less than one per year.

Section 2. Absence of Officiating Assignment Chair. If an individual Conference sport does not have an Officiating Assignment Chair, then the host Member shall be responsible for hiring the needed officials for the sporting event.

ARTICLE X - APPEALS AND PROTESTS

Section 1. Protest Committee. The Executive Committee shall appoint a three-person standing committee to rule on all protests. This committee shall be known as the Appeals and Protests Committee.

Section 2. Filing and Acting Upon a Protest. A protest must be made in writing to the Conference Commissioner and either the Individual Sport Chair or the Conference Eligibility Chair within 24 hours of the dispute. A protest shall not be considered if it is not made in conformance with the foregoing requirements. The Conference Commissioner shall submit the protest to the Appeals and Protests Committee for resolution and provide such assistance to the Committee as it may request. The Committee shall resolve the protest in accordance with applicable NAIA rules and guidelines, this Constitution, applicable By-Laws and such other relevant rules and guidelines. The decision of the Committee shall be final.

ARTICLE XI - QUORUM

Three-quarters of Members shall constitute a quorum of the Executive Committee to conduct official Conference business.

ARTICLE XII - AMENDMENTS

Section 1. Constitution. At any regularly scheduled meeting, the Conference Constitution may be amended by a $\frac{3}{4}$ affirmative vote of the membership of the Executive Committee. A proposed amendment shall be communicated to Executive Committee members via the Fall or Spring Meeting agenda, provided that the Executive Committee, at its discretion, may waive the aforementioned notice requirement.

Section 2. By-laws. Any By-laws required by this Constitution or any amendments thereto shall only become effective upon their approval, at a regularly scheduled meeting of the Executive Committee, upon a ¾ affirmative vote of the membership of the Executive Committee.

ARTICLE XII - CONFERENCE BUDGET AND DUES

Section 1. Budget. The Conference Commissioner, in consultation with the Treasurer, shall prepare an annual Conference budget to be presented and approved by the Executive Committee at its Fall Meeting.

Section 2. Dues. Annual dues shall be set at the Fall Executive Committee Meeting. Conference. Dues are to be paid before August 15 of each year.

ARTICLE XIV - CONFERENCE CHAMPIONSHIPS

The officially recognized Conference Champion shall receive an automatic bid in all team sports to the NAIA National Tournament. The official Conference Champion shall be selected according to the By-laws of the particular sport, provided that there must be a minimum of six Members represented in an individual sport to determine an official Conference Champion, unless the Executive Committee shall have granted a waiver of this requirement.