



Division II

MAKE IT *YOURS*

DIVISION II COMMITTEE SERVICE



***How to
Make It Yours!***



Division II Committees

ACADEMIC REQUIREMENTS COMMITTEE

Reviews the division’s academic standards and recommends policy and legislation regarding initial eligibility, progress-to-ward-degree and transfer requirements.

CHAMPIONSHIPS COMMITTEE

Primary oversight group responsible for administering policies and procedures surrounding the division’s 25 championships. All Division II sport committees report directly to the Championships Committee.

COMMITTEE FOR LEGISLATIVE RELIEF

Serves as the final decision-making body for any waiver requests in situations in which no other committee, subcommittee or conference has the authority to act.

COMMITTEE ON INFRACTIONS

The division’s primary steward of the enforcement process meets as needed to participate in hearings involving member institutions that have been alleged to have violated NCAA legislation.

INFRACTIONS APPEALS COMMITTEE

Meets as needed to hear and act on an institution’s or involved individuals’ appeal of the conclusions and penalties of major violations levied by the Committee on Infractions.

LEGISLATION COMMITTEE

Determines interpretations of all Division II-specific legislation and incorporates new legislation and interpretations in the NCAA Manual.

MANAGEMENT COUNCIL

Reports directly to the Presidents Council and is charged with recommending administrative policy and regulations that govern the division.

MEMBERSHIP COMMITTEE

Reviews and considers issues pertaining to the Division II membership requirements and membership compliance issues.

NOMINATING COMMITTEE

Reviews nominations for vacancies on all Division II-specific committees, including men’s and women’s sport committees, and for the Division II positions on committees functioning in an Association-wide or multi-divisional capacity.

PLANNING AND FINANCE COMMITTEE

Reviews budgetary recommendations related to the annual Division II budget and advises both the Division II Presidents Council and Management Council regarding the division’s financial affairs. Also oversees development and implementation of the division’s strategic plan.

PRESIDENTS COUNCIL

Division II’s highest governance body. Its members are charged with setting the strategic direction for the division in all areas, including its financial affairs and championships administration.

SPORT COMMITTEES

Division II sport committees conduct their respective Division II championship and develop policies and procedures to administer the championship in an efficient and orderly manner. Sport committee members also chair regional advisory committees (RACs), oversee selections to national championships and serve as the NCAA representative during preliminary-round competition and championship finals.

STUDENT-ATHLETE ADVISORY COMMITTEE

Serves as the primary governance arm representing student-athlete interests in Division II affairs.

STUDENT-ATHLETE REINSTATEMENT COMMITTEE

Reviews and discusses issues regarding student-athlete reinstatement and accordingly takes legislative action or directs staff to make recommendations to the Management Council.

Congratulations on your NCAA committee appointment!

You join an army of nearly 300 presidents, athletics administrators, conference commissioners, faculty athletics representatives and student-athletes who make Division II operate effectively. As a volunteer, member-led Association, the NCAA relies on committees to accomplish its mission, which is to provide thousands of student-athletes an experience that will benefit them for the rest of their lives. You are part of that process.

The resources in this booklet will help you navigate the journey. But first of all, you should realize and appreciate the following:

- » Be proud of your appointment. Your skills and accomplishments have earned you this recognition, and those responsible for approving your appointment obviously believe in your commitment to Division II.
- » The Division II governance process truly is special. Committee members routinely set aside their personal agendas for the collective good. Division II enjoys its many unique characteristics and attributes largely because the membership – via the governance structure – has created, protected and enhanced them over time.
- » Embrace the personal and professional development that committee service affords through networking with peers. Committee alumni invariably say the lasting relationships they formed with people all across the country through their committee service is among the most special aspects of working in college athletics – and those relationships often play a role in career advancement. Take advantage of the opportunity!

You will be hearing from your committee liaison at the NCAA national office in the coming weeks with more details about how to succeed in your appointed role.

First, here are some tips to get you started:

- » Peruse the following pages for general information about the NCAA, and about Division II in particular.
- » If you are not already familiar with your committee, learn about its purpose and function via the NCAA website ([ncaa.org/governance/committees?division=d2](https://www.ncaa.org/governance/committees?division=d2)). Review recent agendas and reports to be up to speed on the issues your committee addresses.
- » Be prepared for in-person meetings and teleconferences. Your national office staff liaisons work diligently to provide committee members with the materials they need to inform decision-making. Be sure to review these in advance.

Thank you for your willingness to serve and to be a leader in Division II. Our division would not be the jewel it is today without the commitment, leadership and service we receive from hundreds of people like you. We truly appreciate your help.



Terri Steeb Gronau
Vice President of Division II



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Association-Wide

Each division governs its day-to-day needs, but on broad issues that affect college athletics as a whole, the NCAA Board of Governors and a collection of committees set the course for the Association.

While each NCAA division is empowered with setting its own rules and operating guidelines, some topics rise to a level affecting college sports as a whole and need a coordinated voice to guide the Association in a unified direction. For those situations, a group of committees comprising representatives from all three divisions makes recommendations that can impact the entire Association — whether a small, private Division III school or a national champion Football Bowl Subdivision program — equally.

The Association-wide committees work collaboratively with each division's governance bodies to recommend legislation. These committees explore issues impacting sports rules changes, the health and safety of student-athletes or opportunities for women and minority groups in college sports, and recommend changes to the appropriate legislative groups.

The NCAA Board of Governors, the highest-ranking committee in the Association, can implement policies by which all three divisions must abide. When the NCAA stopped allowing schools to host championships if their state governments displayed the Confederate flag, it was through a Board of Governors policy change.

Changes in legislation, however, require each division to take action. The Association-wide groups propose changes to the committees in each division, which then debate and vote on the proposals through their legislative processes.

ASSOCIATION-WIDE COMMITTEES

Competitive Safeguards and Medical Aspects of Sports

Advocates for research, legislation and best practices supporting health and safety of student-athletes.

23 members:

3 medical doctors

Honors Committee

Selects recipients of awards presented at annual Honors Celebration, including the Theodore Roosevelt and Inspiration awards.

9 members:

1 former NCAA honors recipient

2 nationally distinguished citizens

Minority Opportunities and Interests Committee

Reviews issues related to the interests of ethnic and racial minorities and women.

18 members:

Olympic Sports Liaison Committee

Facilitates communication among the NCAA, the U.S. Olympic Committee and the national governing bodies of Olympic sports.

14 members:

Postgraduate Scholarship Committee

Selects 174 student-athletes to receive NCAA Postgraduate Scholarships for graduate school.

7 members:

1 former NCAA Postgraduate Scholarship winner

Research Committee

Evaluates, supervises and coordinates the Association's research activities.

10 members:

Committee on Sportsmanship and Ethical Conduct

Promotes the values of respect, fairness, civility, honesty and responsibility in college sports.

11 members:

Walter Byers Scholarship Committee

Selects academically and athletically distinguished student-athletes to receive scholarships.

6 members:

Committee on Women's Athletics

Studies and makes policy recommendations concerning opportunities for women, and other issues directly affecting women's athletics.

18 members:

Legislative path

Playing rules path

Communication path

President or chancellor

DI Council, DII Management Council or DIII Management Council member

Student-athlete

Experts representing fields of sports and medicine, including a coach, a sports psychologist and a sport science researcher

Faculty athletics representative

Athletics administrator

Medical doctors

Past award or scholarship winners

General public

Member school and conference administrators and others who work daily in college sports

Independent director

Besides the various required roles, the NCAA also works to ensure gender, racial and geographic diversity on its committees. Many of those diversity standards are mandated by legislation.

DI DII DIII

Representatives from all three divisions sit on these Association-wide committees, which make recommendations on issues that impact the entire NCAA.

Association-wide committees can effect change by making recommendations to the Board of Governors, which has the power to set policies — such as prohibiting mascots and imagery considered hostile or abusive to Native Americans — that affect the entire Association.

BOARD OF GOVERNORS

The Board of Governors is the highest governance body in the NCAA and focuses on strategic discussions that impact the Association as a whole. The committee of 21 voting members has the following responsibilities:

Provides final approval and oversight of the NCAA's budget.

Employs the NCAA president.

Provides strategic planning for the Association as a whole.

Acts on behalf of the Association by adopting and implementing policies to resolve core issues and other Association-wide matters.

Initiates and settles litigation.

Convenes the NCAA Convention each year.

VOTING BOARD MEMBERS

8 presidents from Division I Football Bowl Subdivision

2 presidents from Division I Football Championship Subdivision

2 presidents from Division I schools without football

2 presidents from Division II

2 presidents from Division III

5 independent directors

From DI Board of Directors

From DII Presidents Council

From DIII Presidents Council

EX OFFICIO

Chairs of DI Council, DII Management Council and DIII Management Council

NCAA president

The NCAA president is the only national office staff member who plays an active role in the governance system — as an ex officio member of the Board of Governors. The president gets one vote on the committee, and only for the purpose of breaking a tie.

Each division sets rules and policies specific to its members' needs but looks to the Board of Governors for guidance on the overall strategy of the Association.

DIVISION I BOARD OF DIRECTORS

DIVISION I COUNCIL

DIVISION II PRESIDENTS COUNCIL

DIVISION II MANAGEMENT COUNCIL

DIVISION III PRESIDENTS COUNCIL

DIVISION III MANAGEMENT COUNCIL

Neither the Association-wide committees nor the Board of Governors has authority to enact legislation directly. But they can influence and provide guidance by recommending legislation to each division, where it can be reviewed in the divisions' legislative processes.

BASEBALL

MEN'S BASKETBALL

WOMEN'S BASKETBALL

BEACH VOLLEYBALL

BOWLING

FENCING

FIELD HOCKEY

FOOTBALL

GOLF

GYMNASTICS

ICE HOCKEY

MEN'S LACROSSE

WOMEN'S LACROSSE

RIFLE

ROWING

SKIING

SOCCER

SOFTBALL

SWIMMING AND DIVING

TENNIS

INDOOR AND OUTDOOR TRACK AND FIELD/CROSS COUNTRY

MEN'S VOLLEYBALL

WOMEN'S VOLLEYBALL

MEN'S WATER POLO

WOMEN'S WATER POLO

WRESTLING

NCAA committees study and recommend playing rules changes for sports across all three divisions. Their recommendations are reviewed by the NCAA Playing Rules Oversight Panel, which makes final decisions on the changes. Some sports, such as golf, fencing and gymnastics, use rules of international or national governing bodies with a few NCAA modifications approved by PROP.

Playing Rules Oversight Panel

Makes final approvals of playing rules recommendations. Composed of six representatives from Division I, three from Division II and three from Division III.

12 members:

2 DIVISION II COMMITTEE SERVICE

DIVISION II COMMITTEE SERVICE 3

What is Division II?

Division II is a collection of more than 300 colleges and universities that support the educational mission of college athletics by fostering a balanced and inclusive approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition.

The Division II experience not only provides student-athletes the opportunity to earn scholarships based on their academic, athletic and leadership abilities, but it also offers the best championships-participant ratio among the NCAA's three divisions,

and it prioritizes preparation for life beyond graduation. Division II gives student-athletes the unique opportunity to compete in the classroom, on the field, in their career, for their causes, and on their terms.

The NCAA's three-division structure was created in 1973 in order to give member institutions a more varied menu from which to classify their athletics programs. Division II gave those programs that wanted to keep their athletics budgets in good proportion to the total institutional budget a place to compete.



Any response to “What is Division II?” should emphasize:

- » The commitment to academic success ...
- » The ability to award athletics scholarships ...
- » The unparalleled access to NCAA championships, and ...
- » The balanced approach that allows student-athletes to “Make It Yours” – to experience all the campus and surrounding community have to offer.

THE DISTINGUISHING DOZEN

12 characteristics that set DII apart

1 Graduation rates – The Division II student-athlete graduation rate is consistently higher than that of the total student body. Division II also features a high number of first-generation college students, thus increasing the access to education.

2 Academic emphasis – Division II’s regionalization philosophy in scheduling limits missed class time for student-athletes.

3 Athletics scholarships – The partial athletics scholarship model rewards athletic ability while allowing student-athletes to earn other sources of financial aid. A recent study on the financial impact of the partial-scholarship model found that, in general, scholarship student-athletes benefit institutions’ overall academic profile, and the partial-aid model generates revenue for the school.

4 Balanced bottom line – The median expense for Division II athletics departments with football is roughly \$6 million, while that figure is about \$15 million for Division I Football Championship Subdivision programs and about \$64 million for programs in the Division I Football Bowl Subdivision.

5 Favorable admission rates – Division II membership is split almost evenly between public and private institutions. On average, Division II schools have the highest admission rate (70%, versus 62-63% in the other two divisions).

6 Community engagement – Through student-athlete leadership, Division II has enjoyed long-term and successful partnerships with the Make-A-Wish Foundation, Team IMPACT and military groups. In addition, Division II conducts community engagement activities at all championships final sites.

7 Positive game environment – Division II members pledge to conduct athletics contests in a family-friendly environment that is civil and entertaining.

8 Unique geographical footprint – Division II is the only NCAA division with schools in Alaska (Anchorage and Fairbanks), Puerto Rico (Bayamon, Mayaguez and Rio Piedras) and Canada (Simon Fraser).

9 National championship opportunities – Division II features unparalleled opportunity for student-athletes to advance to national championship competition as a result of the division’s generous championship access ratios (the highest among the three NCAA divisions).

10 National Championships Festivals – Division II is the only NCAA division that conducts “National Championships Festivals,” Olympic-style events in which a number of national championships are held at a single site during a period of several days.

11 Make It Yours – This student-athlete-driven brand enhancement strengthens awareness among external audiences by clearly communicating the experience Division II schools create for student-athletes.

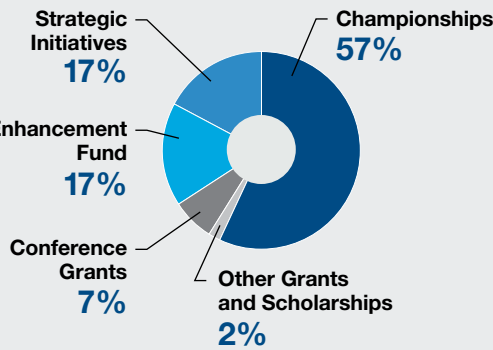
12 Diversity and inclusion – Matching grants encourage access, recruitment, selection, and the long-term success of ethnic minorities and women in administration and coaching.

Financial resources

Most NCAA revenue returns to the membership in the form of direct distributions and services for the membership. Division II annually receives 4.37% of all NCAA revenue, as guaranteed by the NCAA constitution.

About 60% of the Division II budget is devoted to support the division’s 25 national championships that provide postseason competition experiences to more than 16,000 student-athletes each year. Other allocations go directly to member schools and conferences through the Division II Enhancement Fund and the Conference Grant Program.

2019-20 DIVISION II BUDGET ALLOCATIONS



Committee expenses

The NCAA national office assists committee members by arranging travel to meetings and events, ensuring lodging and providing most meals. Committee members also are allocated \$75 per diem for each day the individual is away from home or campus. (Per diem covers all incidental expenses including parking, tolls, airline seat fees, internet access, ground transportation, and meals not provided by the NCAA.) All committee travel policies are located at ncaa.org/governance/committees/committee-travel-policies.



HOW THE NCAA WORKS

Division II

The division offers athletics scholarships and limits competitive and practice seasons to improve balance with student pursuits.

The 302 active member colleges and universities in Division II share a commitment to providing college athletes equal growth opportunities in academics, athletics, and campus and community involvement.

Division II schools generally spend less money on athletics than Division I schools and operate on a partial-scholarship model, in which more than 60% of the 124,000-plus Division II athletes receive some athletics-based financial aid. Full scholarships that cover all of a college athlete's expenses are uncommon in the division; often college athletes, like the rest of the student body, use a mix of academic scholarships, student loans and employment earnings to fund their education.

Division II prides itself on creating unique championship opportunities. It is the only division to host championship festivals, where multiple championships are held in the same city over several days. During these championships, teams participate in community engagement efforts, a key component of Division II. One in every 8.49 student-athletes earns the chance to compete for a national title, the most opportunities per student-athlete in the NCAA.

Each Division II championship sport has a committee made up of coaches and athletics administrators with knowledge of that sport. These committees rank and select teams and individuals for championships competition, plus recommend championship sites and dates.

START

New rules for Division II start here, with the schools and athletics conferences that make up the division. No matter the idea – perhaps a university president wants to limit the length of a competition season or an athletics compliance officer wants to change how the NCAA collects information from Division II campuses – it begins as a discussion topic in one or more Division II committees or councils.

Some legislation is proposed by the members themselves. In order to submit a proposal, 15 active Division II schools or two conferences must be sponsors. Those proposals go directly to the NCAA Convention for a vote, but the Division II committees also discuss and take a position on those ideas.

DIVISION II COMMITTEES

Legislation Committee

Interprets Division II-specific legislation and considers wording for the NCAA Division II Manual.

12 members:

Membership Committee

Reviews issues related to Division II membership, including status of incoming and continuing members.

12 members:

Student-Athlete Advisory Committee

Composed of college athletes who monitor and act on issues.

28 members, including:
1 from each DII conference; 1 representing independent schools; 2 from membership at large; and 2 members from the Management Council.

Committee for Legislative Relief

Makes final decisions on waiver requests in which no other committee or conference has authority.

5 members:

Academic Requirements Committee

Reviews academic standards and makes recommendations about initial and ongoing eligibility.

11 members:

Committee on Infractions

Meets as needed to participate in hearings involving Division II schools accused of violating NCAA rules.

7 members:

Infractions Appeals Committee

Hears and acts on appeals of decisions by the Committee on Infractions.

5 members:

Championships Committee

Oversees the conduct and administration of the 25 Division II championships.

12 members:

Committee on Student-Athlete Reinstatement

Decides all matters related to reinstating a Division II college athlete's eligibility.

6 members:

Nominating Committee

Suggests individuals who can fill vacancies on various Division II committees.

11 members:

Committees debate the ideas and decide whether to sponsor them as pieces of legislation. Next stop: Management Council, which considers the committees' feedback.

PRESIDENTS COUNCIL

The top leadership group in Division II, it is composed of college presidents and chancellors and establishes and directs general policy.

- ◆ Implements policies adopted by the NCAA Board of Governors.
- ◆ Establishes a strategic plan for Division II.
- ◆ Sponsors legislative proposals from the governance structure to be considered by members at the NCAA Convention.
- ◆ Can adopt administrative bylaws and regulations without approval of members,
- but sometimes seeks member support for these changes.
- ◆ Develops and approves the Division II budget.
- ◆ Approves regulations for Division II championships.

On rare occasions, the college presidents on the Presidents Council will propose legislation that goes directly to members for a vote at the NCAA Convention.

Composition based on regional membership numbers. Currently, **16** presidents and chancellors:



Planning and Finance Committee

Recommends budget priorities to the councils. Oversees strategic plan.

7 members:



Administrative Committee

Takes action on issues that arise between meetings of top councils.

5 members:



The Management Council reviews each proposal and chooses to recommend or not recommend it before forwarding to the Presidents Council.

MANAGEMENT COUNCIL

By design, the Management Council is composed of individuals who have day-to-day knowledge of athletics operations.

- ◆ Reviews and acts on recommendations from Division II and Association-wide committees.
- ◆ Serves as the advisory group to the Presidents Council, handling the day-to-day affairs of the division.
- ◆ Implements policies adopted by the NCAA Board of Governors and the Division II Presidents Council.
- ◆ Makes interpretations of Division II bylaws.

28 members:

1 from each of 23 voting conferences; **1** from an independent school; **2** at-large positions to enhance diversity; **2** SAAC members

At least:



KEY

Legislative path Alternative legislative path Communication path



= Presidents Council member



= Management Council member



= Student-Athlete Advisory Committee member



= Representative from American Association of Collegiate Registrars and Admissions Officers



= Member school and conference administrators, faculty athletics representatives and others who work daily in college sports



= General public



= Division II president not on Presidents Council

Besides the various required roles, the NCAA also works to ensure gender, racial and geographic diversity on its committees. Many of those diversity standards are mandated by legislation.

CONVENTION

The NCAA Convention, held each year in January, is the finish line for all sponsored proposals in Division II. Delegates from every school and conference gather during a Convention business session to place their votes on each proposal.



Proposal



Membership votes

Since the division was established in 1973, it has operated under a "one institution, one vote" model. But in 2016, for the first time, college athletes were added to the mix, with the national Student-Athlete Advisory Committee casting one vote.

In most cases, Division II legislation requires only a simple majority vote of members present. Sometimes – such as in 2015, when the NCAA added beach volleyball as a championship sport – legislation applies to the entire Association, and each division must reach its own majority vote to pass. In still other cases, Association-wide legislation touches on an issue so important that it requires a two-thirds majority vote of all three divisions voting in a joint session.



Legislation approved

Approved proposal takes effect on the date specified in the legislation, usually Aug. 1 of that year.

FINISH

LEGISLATIVE CALENDAR

JULY 15

Have an idea? Legislative proposals submitted by members are due to the national office.

AUG. 15

All those proposed pieces of legislation are published on ncaa.org in a publication commonly known as IPOPL, so schools can review them and begin developing opinions.

SEPT. 1

Deadline for Presidents Council to sponsor legislation to be voted on at the NCAA Convention.

SEPT. 15

Any final revisions to membership-sponsored proposals are due.

SEPT. 23

Once again, the proposed pieces of legislation are published on ncaa.org, this time with proposals from both members and the committee structure, in a publication commonly known as SPOPL.

NOV. 1

Any amendments to original proposals and any resolutions are due.

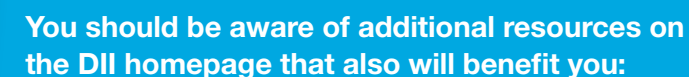
NOV. 15

An official Division II notice of legislation, which includes final versions of all the proposals, is delivered to high-ranking individuals at Division II schools, including every president and athletics director.

ncaa.org

- 1 Information regarding your committee is in the **"COMMITTEES"** tab on top of the Division II homepage.

2 The “**DIVISION II COMMITTEE RESOURCES**” box is found on the Committees page and includes much of the operational tools you’ll need to acclimate to committee service.



A summary of the division including its history, values, philosophy and unique attributes.

- A must-have comprehensive guide to access resources.

Helps Division II athletics personnel understand how to do their day-to-day jobs more effectively and efficiently.

Everything you need to know about postseason play, including forms, statistics, manuals and dozens of resources.

Tools to help understand the legislative process and the committee structure.

Outlines future goals and the steps necessary to achieve them; provides resources to help institutions and conferences create their own strategic plans.

Talking points, messaging and tips for using Division II's unique attributes to your own advantage as you promote your institution or conference.

Division III is a collection of more than 300 NCAA college student-athletes the opportunity to compete at a high level in the classroom and fully engaging in the broader campus life. Student-athletes are recognized for their academic success, athletic achievement, and involvement, is at the heart of the Division III philosophy.

All three NCAA divisions emphasize athletics and academics. However, after all, the NCAA's overall mission is to make athletics a part of all member schools. The differences among the divisions are in how to fund their athletics programs and in the national athletic associations.

Most Division I institutions, for example, choose to devote significant resources to athletics programs, and many are able to do so because their conferences are able to attract, mostly to showcase the top talent in the sport.

Division II student-athletes are just as competitive and in demand as their counterparts, but institutions in Division II generally don't have the same athletics programs or choose not to place such a heavy emphasis on athletics.

- Division II schools are located in 45 states, including Columbia. The division also expands its membership to include member institution. Since

The NCAA is a complex organization, but it doesn't have to be complicated. This book will help explain the Association and how to operate effectively as a member of the Association. The materials are particularly helpful in navigating membership-related and legislative administration in Division II.

A person is shown from the side, holding a smartphone and looking at the screen. In the background, a large digital display shows the 'MAKE IT YOURS' campaign with the text 'Make it Yours. The new way to share your ideas.' and images of people.

The NCAA administers 90 championships in 24 sports for its mem

- Cross Country (M/W)
- Field Hockey
- Football
- Soccer (M)
- Soccer (W)
- Volleyball (W)
- National Collegiate Water Polo (M)

- Basketball (M)
- Basketball (W)

Acronyms to know

Don't be surprised to hear some "alphabet soup" during committee discussions. Here's a list of acronyms to help you decipher the jargon!

ADA – Division II Athletics Directors Association (the membership body for Division II athletics directors)

AMA – Academic and Membership Affairs (the department at the national office responsible for administering legislative and compliance services for the membership)

ASR – Academic Success Rate (the metric in Division II that measures graduation rates and includes student-athletes who do not receive athletically related financial aid)

CA – Compliance Assistant (the software program Division II members can use to help ensure that their compliance operations are adequate)

CCA – Division II Conference Commissioners Association (the membership body for Division II conference commissioners)

COI – Committee on Infractions (hearing officers that find facts, conclude whether the facts constitute violations and prescribe appropriate penalties in infractions proceedings of the Association)

CSMAS – Committee on Competitive Safeguards and Medical Aspects of Sports (the primary NCAA committee responsible for overseeing policies and procedures regarding student-athlete health and safety)

EC – Eligibility Center (the NCAA department that handles all inquiries regarding an individual's amateurism and initial academic eligibility statuses)

FARA – Faculty Athletics Representatives Association (the governing body for faculty athletics representatives)

IPOPL – Initial Publication of Proposed Legislation (the first published list of proposals to be voted on at the NCAA Convention; usually available in late summer/early fall)

IPP – Institutional Performance Program (a tool for institutions and conferences that consolidates data institutions have already submitted into a user-friendly format with reporting and benchmarking functionality)

ISSG – Institutional Self-Study Guide (institutional evaluation required at least once every five years as a condition of NCAA membership)

LSDBi – Legislative Services Database (database on ncaa.org that contains information related to NCAA legislation, proposals, interpretations, educational columns and infractions cases)

MOAA – Minority Opportunities Athletics Association (provides opportunities to exchange ideas and advocates increased participation and administrative opportunities for minorities in athletics)

NACDA – National Association of Collegiate Directors of Athletics (the national membership organization for all ADs)

PSA – Prospective Student-Athlete (a student who has started classes for the ninth grade or any student provided benefits by a representative of a member institution that the institution does not provide to prospective students generally)

PTD – Progress Toward Degree (eligibility requirement that student-athletes maintain)

RAC – Regional Advisory Committee (regionally based groups that NCAA sport committees rely on to provide rankings and other input regarding championship selection)

RSRO – Requests/Self-Reports Online (online system for requesting interpretations and filing infractions reports)

SAAC – Student-Athlete Advisory Committee (the primary governing group that represents student-athlete interests in the NCAA governance structure)

SAR – Student-Athlete Reinstatement (the NCAA staff responsible for evaluating violations and waivers impacting student-athlete eligibility)

SPOPL – Second Publication of Proposed Legislation (the second published list of proposals to be voted on at the NCAA Convention; usually available in October)

SSI – Sport Science Institute (works closely with the Committee on Competitive Safeguards and Medical Aspects of Sports and is committed to serving and educating student-athletes and the NCAA membership regarding safety, excellence and wellness)

WOTY – Woman of the Year (the annual award given to female student-athletes for achievement in the classroom, in competition and in the community)

Robert's Rules of Order

NCAA committees use "Robert's Rules of Order" when making decisions. Here's a cheat sheet if you're not already familiar with that format.

There are 5 general types of motions

MAIN MOTIONS

These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

» **For example:** "I move that we purchase ..."

SUBSIDIARY MOTIONS

These change or affect how the main motion is handled. (They are voted on before the main motion.) » **For example:** "I move to amend the motion by striking out ..."

PRIVILEGED MOTIONS

These concern special or important matters not related to pending business. In general, they are considered before other types of motions. » **For example:** "I move we adjourn."

INCIDENTAL MOTIONS

These are questions of procedure that arise out of other motions. They must be considered before the other motion. » **For example:** "I move to suspend the rules for the purpose of ..."

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

These enable certain items to be reconsidered. In general, they are brought up when no business is pending. » **For example:** "I move to reconsider ..."

Questions relating to motions

Is it in order? Your motion must relate to the business at hand and be presented at the appropriate time. It must not be obstructive, frivolous or against the bylaws.

May I interrupt the speaker? Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

Do I need a second? Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.

Is it debatable? Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

Can it be amended? Some motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.

What vote is needed? Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a two-thirds vote to be adopted.

Can it be reconsidered? Some motions can be debated again and revoted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

How do I present my motion?

Here's what happens when you want a motion considered:

1. YOU OBTAIN THE FLOOR

- Wait until the previous speaker is finished.
- Address the chair.
- Give your name. The chair will recognize you by repeating it.

2. YOU MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we do ..." instead of "I move that we do not ..."
- Stay on the subject and avoid personal attacks.

3. YOU WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or, the chair will call for a second.
- If there is no second, your motion will not be considered.

4. THE CHAIR STATES YOUR MOTION

- The chair must say, "It is moved and seconded that we ..."
- After this happens, debate or voting can occur.
- Your motion is now "assembly property," and you can't change it without consent of the members.

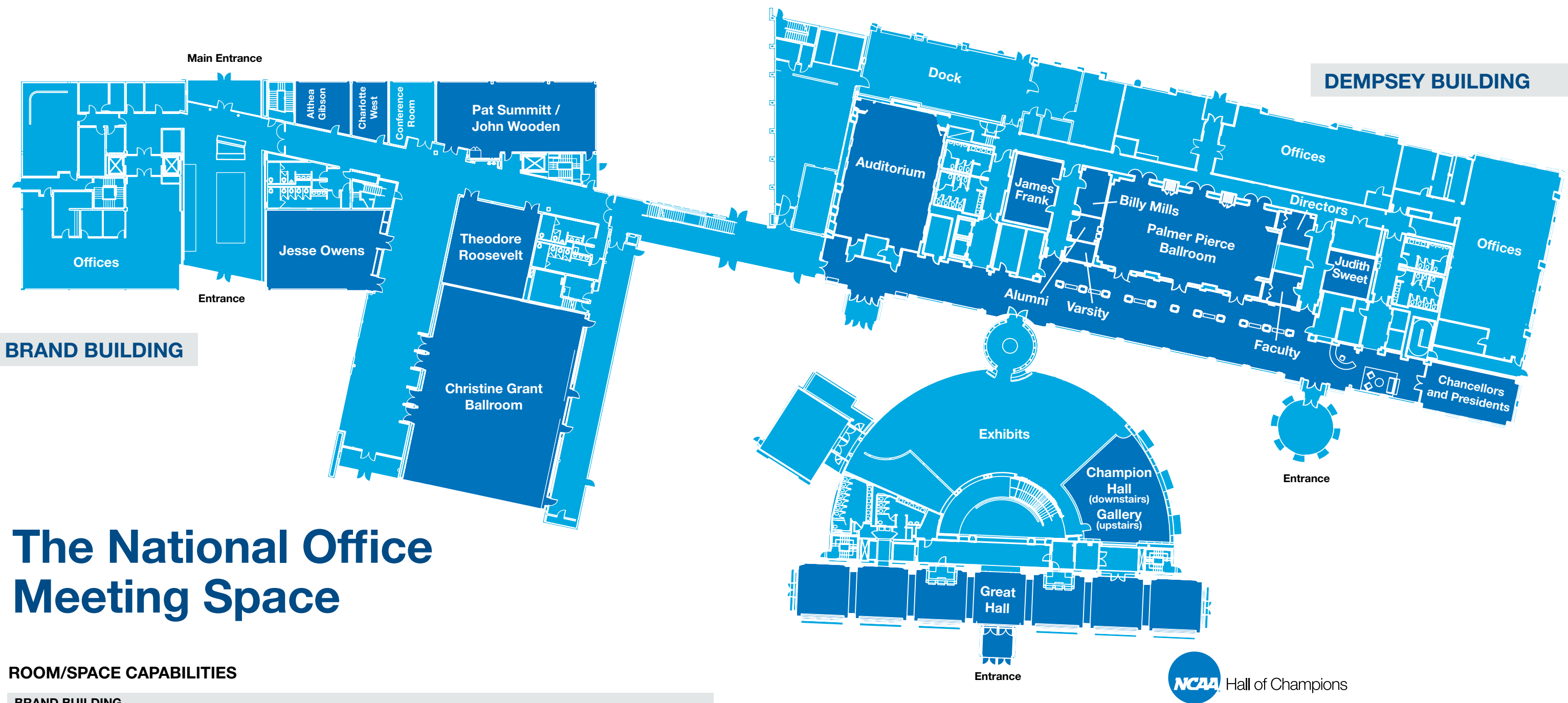
5. YOU EXPAND ON YOUR MOTION

- As the person who made the motion, you are allowed to speak first.
- Direct all comments to the chair.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a two-thirds vote.

6. THE CHAIR PUTS THE QUESTION

- The chair asks, "Are you ready for the question?"
- If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- The chair announces the results.

NOTE: Motions made at the direction of a board or committee (of more than one person) do not require a second.



The National Office Meeting Space

ROOM/SPACE CAPABILITIES

BRAND BUILDING						
ROOM	SQUARE FEET	BANQUET	THEATER	CLASSROOM	CONFERENCE	RECEPTION
Christine Grant Ballroom	5,351	350	550	220	-	500
Theodore Roosevelt	1,330	50	98	40	24	-
Pat Summitt/John Wooden	2,105	100	140	64	36	-
Jesse Owens	1,676	80	120	54	24	-
Althea Gibson	493	-	-	-	14	-
Charlotte West	388	-	-	-	10	-
HALL OF CHAMPIONS						
ROOM	SQUARE FEET	BANQUET	THEATER	CLASSROOM	CONFERENCE	RECEPTION
Champion Hall	1,750	100	140	50	30	-
The Gallery	1,350	80	100	40	25	-
Entire Museum	30,000	180	-	-	-	400

DEMPSEY BUILDING						
ROOM	SQUARE FEET	BANQUET	THEATER	CLASSROOM	CONFERENCE	RECEPTION
Palmer Pierce Ballroom	2,405	180	210	96	46	240
Chancellors and Presidents	740	-	-	-	24	-
Auditorium	2,030	-	-	120	-	-
Alumni	120	-	-	-	4	-
Varsity	96	-	-	-	4	-
Billy Mills	240	-	-	-	10	-
James Frank	532	-	-	-	15	-
Directors	156	-	-	-	6	-
Faculty	156	-	-	-	6	-
Judith Sweet	304	-	-	-	10	-



MAKE IT *YOURS*

In 2014-15, the division launched a brand enhancement under the slogan “Make It Yours,” a student-athlete-driven selection that personalized the Division II experience and provided a way to extend the division’s reach.

“Make It Yours” strengthens awareness among external audiences by clearly communicating the experience Division II schools create for student-athletes. It also brings the experience to life in a way that resonates with primary external audiences and also reinforces a sense of pride with internal stakeholders.

What is it that Division II is “making yours”?

- » It's making graduation a priority.
- » It's about earning scholarship dollars for your athletic ability and competing for national championships.
- » It's making athletics participation truly part of the college experience rather than just one aspect of it.
- » It's making lifelong friends at a campus whose size affords a more intimate setting.
- » It's the university president seeing students on campus and being able to call them by name and ask how things are going.
- » It's making the academic experience more personal.
- » It's about professors, coaches and staff caring for you as a student.
- » It's about an experience in which you can be an active participant.
- » It's about a campus that is tight-knit enough to respond to individual student needs.
- » It's about having coaches who help athletes develop their resumes as much as their athletic skills.
- » It's about a custom-fit approach to athletics and education rather than a one-size-fits-all.