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-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
Meets as needed to hear and act on infractions appeals of the conclusions and penalties of the institution’s or involved individuals’ appeals.

INFRATIONS APPEALS COMMITTEE
Meets as needed to hear and act on an 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 decides 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 of the Division II advisory council, 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-ii). 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.
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 display 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 administrative practices supporting health and safety of student-athletes.
  -21 members: 7 each from divisions I, II and III.

- Board of Governors
  -Facilitates communication among the NCAA, the U.S. Olympic Committee and the national governing bodies of Olympic sports.
  -14 members: 7 former NCAA presidents, 3 Division I, 3 Division II and 3 Division III.

- Faculty Athletics Representatives Council
  -Selects 174 student-athletes to receive NCAA Postgraduate Scholarship grants for graduate study.
  -7 members: 1 from each NCAA FAPC member division.

- Liaison Committee on Women’s Athletics
  -Selects academically and athletically eligible female student-athletes to receive scholarships.
  -6 members: 4 from Division II, 2 from Division III.

- Liaison Committee on Men’s Athletics
  -Selects academically and athletically eligible male student-athletes to receive scholarships.
  -18 members: 12 from Division I, 6 from Division II.

- Committee on Intercollegiate Athletics
  -SELECTS 174 STUDENT-ATHLETES TO RECEIVE NCAA POSTGRADUATE SCHOLARSHIP GRANTS FOR GRADUATE STUDY.

- Committee on Student-Athlete Welfare
  -Evaluates, supervises and coordinates the Association's research activities.
  -10 members: 3 each from divisions I, II and III.

- Committee on Women’s Athletics
  -Studies and makes policy recommendations concerning opportunities for women’s and other issues directly affecting women’s athletics.
  -18 members: 14 each from Division II and Division III.

- Committee on Men’s Athletics
  -Members and full-time athletic directors in each college sports
  -Associated with major sports and screening for minority and geographic representation.

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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.

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 spilt 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 (Bayamón, Mayaguez and Río 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 4.27% 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.

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.

Division II schools generally spend less money on athletics than Division I schools and operate on a partial-scholarship model, in which more than 80% of the $124,000-plus Division II athletics expenses are covered by financial aid. Full scholarships that cover the cost of tuition, fees, room, and board are uncommon in the division; often student-athletes earn the chance to compete for a national title, the most prestigious award in the NCAA. No matter the idea – perhaps a new scholarship model, a change to a Division II-specific rule, or a new organizing committee – it begins as a discussion topic in one of nine Division II committees or councils.

Each Division II championship sport has a committee made up of coaches and athletics administrators with knowledge of the sport. These committees rank and select teams and individuals for championships. The Division II Presidents Council, which considers the committee’s feedback, decides all matters related to reinstatement or competition; it can adopt administrative bylaws and monitor and act on issues in other areas.

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

The NCAA Convention, held each year in January, is the final vote for all approved proposals in Division II. Delegates from every school and conference gather during a Convention weekend to pass or vote against each proposal. In most cases, Division II legislation requires only a simple majority vote of members present (as voted on in 2019). Legislation proposals are considered by the NCAA Division II administration, often as a chapter or conference initiative, and are then presented at the NCAA Convention. A proposal that passes can be formally adopted by the association, and the division will vote on each proposal in line with the NCAA Convention vote.

DIVISION II COMMITTEES

Legislation Committee
- Interprets Division II-specific legislation and considers wording for the NCAA Division II Manual.
- 12 members:
  - 7 members: Congress
  - 5 members: Division II

Academic Requirements on Infractions Committee
- Reviews academic standards and makes recommendations about initial and ongoing eligibility.
- 11 members:
  - 7 members: Congress
  - 4 members: Division II

Committee on Infractions
- Meets as needed to participate in hearings involving Division II violations of NCAA rules.
- 7 members:
  - 5 members: Congress
  - 4 members: Division II

Committee on Student-Athlete Restatement
- Decides all matters related to reinstating a Division II college athlete’s eligibility.
- 6 members:
  - 4 members: Congress
  - 2 members: Division II

Nominating Committee
- Suggests individuals who can be selected on Division II committees.
- 11 members:
  - 6 members: Congress
  - 5 members: Division II

Championships Committee
- Oversees the conduct and administration of the 25 Division II championships.
- 12 members:
  - 10 members: Congress
  - 2 members: Division II

Student-Athlete Advisory Committee
- Represents student-athletes, other than at-large representatives, in the NCAA and at the NCAA Convention.
- 28 members:
  - 9 at-large members
  - 9 from each of 11 independent schools, 9 from each of 20 other conferences

Advisory Committee on Infractions
- Hears and acts on appeals of decisions by the Committee on Infractions.
- 7 members:
  - 6 members: Congress
  - 1 member: Division II

Advisory Committee on Legislative Relief
- Makes final decisions on requests received on which no other committee or conference has authority.
- 5 members:
  - 3 members: Congress
  - 2 members: Division II

Injuries Appeals Committee
- Recommends budget priorities to the councils. Oversees strategic plan.
- 7 members:
  - 5 members: Congress
  - 2 members: Division II

Planning and Finance Committee
- Takes action on issues that arise between meetings of top councils.
- 5 members:
  - 4 members: Congress
  - 1 member: Division II

Legislative Relief Committee
- Makes final decisions on requests received on which no other committee or conference has authority.
- 5 members:
  - 3 members: Congress
  - 2 members: Division II

Conflict of Interest Committee
- Oversees the NCAA’s conflict of interest policy.
- 5 members:
  - 3 members: Congress
  - 2 members: Division II

Legislative Relief Committee
- Reviews issues related to Division II membership, including status of existing and continuing members.
- 12 members:
  - 7 members: Congress
  - 5 members: Division II

Some legislation is approved by the members through an electronic process. To order to submit a proposal, 15 active Division II presidents or two representatives must both sign. Those proposals go directly to the NCAA Convention for a vote, but the Division II committee also debates and takes a position on those ideas.

By design, the Management Council is composed of individuals who have deep and diverse 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.

PRESIDENTS COUNCIL

The top leadership group in Division II 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.

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 needs. Currently, 12 presidents and chancellors.

CONVENTION

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

The NCAA Convention, held each year in January, is the final vote for all approved proposals in Division II. Delegates from every school and conference gather during a Convention weekend to pass or vote against each proposal.
As a committee member, you should become familiar with the resources available on ncaa.org.

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

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.

You should be aware of additional resources on the DII homepage that also will benefit you:

1. **ABOUT DIVISION II**
   A summary of the division including its history, values, philosophy and unique attributes.

2. **NAVIGATING THROUGH DIVISION II**
   A must-have comprehensive guide to access resources.

3. **ONLINE EDUCATION RESOURCE CENTER**
   Helps Division II athletics personnel understand how to do their day-to-day jobs more effectively and efficiently.

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

5. **GOVERNANCE**
   Tools to help understand the legislative process and the committee structure.

6. **DIVISION II STRATEGIC PLAN**
   Outlines future goals and the steps necessary to achieve them; provides resources to help institutions and conferences create their own strategic plans.

7. **TOOLS TO TELL THE DII STORY**
   Talking points, messaging and tips for using Division II’s unique attributes to your own advantage as you promote your institution or conference.
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 …”

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.
   • State your motion affirmatively. Say, “I move that we …” instead of “I move …”

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.
   • Another person who wishes to second must relate the subject to the business at hand and be presented at the appropriate time.

4. THE CHAIR STATES YOUR MOTION
   • The chair must say, “It is moved and seconded that we …”
   • Another member may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

5. YOU EXPAND ON YOUR MOTION
   • Another member may expand on your motion. (More than one person) do not require a second.

6. THE CHAIR PUTS THE QUESTION
   • The chair asks, “Are you ready for the question?”
   • If there is no debate, or if a motion to stop debate is adopted, a vote is taken.
   • The chair announces the results.

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.

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). Amendments, however, some subsidiary, privileged and incidental motions are not debatable.

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

## ROOM/SPACE CAPABILITIES

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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.