How to Make It Yours!

DIVISION II COMMITTEE SERVICE

Making 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
Responsible for 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.

PREDSIDENTS 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 championships 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 directs staff to make recommendations to the Management Council.

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.

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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 this highly collaborative organization, you have the opportunity to make a difference. You and your committee members join in the底盘 to address issues and provide recommendations to the NCAA governance bodies. 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 committee role.

First, here are some tips to get you started:

1. 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.

2. 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.

3. 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 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!

4. 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.

5. Pursue the following pages for general information about the NCAA, and about Division II in particular.

6. 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.

7. 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.

8. 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
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 make 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 championship events 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, with which they debate and vote on the proposals through their legislative processes.

ASSOCIATION-WIDE COMMITTEES

- Association-wide committees can affect change by making recommendations to the Board of Governors, which has the power to act directly — such as prohibiting mascots and imagery considered hostile or abusive to Native Americans — that affect the entire Association.
- Association-wide committees can advise and direct the Board of Governors on matters not specifically addressed in legislation.
- Association-wide committees can advise and direct the NCAA Playing Rules Oversight Panel on changes to rules that don’t meet standards for adoption by those committees.

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 approval and oversight of the NCAA’s budget.
- Approves 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 crises and other Association-wide matters.
- Initiates and settles litigation.
- Convenes the NCAA Convention each year.

Each division with rules and policies specific to its members needs direct ties to the Board of Governors for guidance on the overall strategy of the Association.

HOW THE NCAA WORKS

ASSOCIATION-WIDE COMMITTEES

- Committee on Fairness and Medical Aspects of Sports
- Honors Committee
- Research Committee
- Diversity Opportunities and Interests Committee
- Olympic Sports Liaison Committee
- Postgraduate Scholarship Committee
- Committee on Sportsmanship and Clinical Conflict
- Walter Byers Scholarship Committee
- Committee on Women’s Athletics
DIVISION II COMMITTEE SERVICE

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 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 4.27% 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.

2018-20 DIVISION II BUDGET ALLOCATIONS

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<td>Conference Grants</td>
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<tr>
<td>Other Grants and Scholarships</td>
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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 ncaacongress.com/committees/committee-travel-policies.
Division II

Division II employs a democratic style of governance in which all member schools vote on and hold themselves accountable to various policies and procedures. Division II has abided by its “One Institution, One Vote” system since the division was established in 1973.

Bylaws governing Division II are adopted through a membership-driven legislative process that culminates annually in a voting session during the NCAA Convention in January. That process includes input from presidents, athletics administrators and staff, coaches, faculty representatives, conference personnel and student-athletes from Division II institutions and conferences who volunteer to serve on dozens of NCAA committees to conduct the division’s day-to-day business and establish strategic direction for the future.

Division II’s vast committee structure oversees everything from strategic planning and budget allocation to championships administration and marketing/communications.

Many of these regulations – and proposals to change existing policies – develop within the committee governance structure throughout the year, while other legislative proposals are submitted by member institutions and conferences.

All of these bylaws and regulations are published annually in the NCAA Division II Manual, which is the division’s official governing rulebook.

HOW THE NCAA WORKS

DIVISION II COMMITTEES

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.
- Approves legislative proposals from the association meetings involving Division II members at the NCAA Convention.
- For initial and ongoing eligibility, 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.
- Sets dates at which the NCAA Convention will convene; establishes a strategic plan for the NCAA Convention.
- Adopts new rules for Division II and any resolutions passed at the NCAA Convention.
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- Approves new membership schools and encourages excellence in athletics.
- The Management Council convenes each proposal and classifies it as recommends 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 associate/feedback committee.
- 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.
- Meets interpretations of Division II bylaws.

CONVENTION

The NCAA Conventions, held each year in the first week of April, are the business meeting of the association for all proposals in the NCAA legislation. Delegated from every school and conference gather during a convention business session to place their votes on each proposal.

Membership

Since the division was founded 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 inclusion of the Student-Athlete Advisory Committee. Currently, one vote.

In most cases, Division II legislation requires only a simple majority of members present. Sometimes — such as in 2015 when the NCAA addressed a growing concern over transfers — legislation applies to the entire association, and each institution must vote. In other cases, Association-wide legislative business occurs on an as-needed basis, such as a new requirements that all three divisions voting in a joint session.

LEGISLATIVE CALENDAR

- 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 conference staff. It begins as a discussion topic in one or more Division II committees or councils.

- Some legislation is proposed by the institutions themselves. In order to submit a proposal, it must 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.

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

- Deadlines for Presidents Council to sponsor legislation are based on the NCAA Convention.

- Any final revisions to membership-adopted proposals are due.

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

- Final amendments to original proposals and any resolutions are due.

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

As a committee member, you should become familiar with the resources available on ncsa.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.

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

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

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

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

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

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

8. 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.

9. 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, “Mr. (or Madam) Chairperson” or “Mr. (or Madam) President.”
   - 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.

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!

AD – Athletics Directors
AAMA – Academic and Membership Affairs
ASA – Academic Success Rate
CA – Compliance Assistant
CCA – Conference Commissioners
COI – Committee on Infractions
COA – Committee on Competitive Safeguards and Medical Aspects of Sports
COI – Conference Commissioners
CFO – Chair of Faculty
CSA – Convention Safeguards and Medical Aspects of Sports
CUNA – College Union National Association of Collegiate Directors of Athletics
DCI – Division II Conference Coaches’ Association
EC – Eligibility Center
ED – NCAA Eligibility
IPPO – Initial Proposal
ISSG – Institutional Self-Study Guide
LSDB – Legislative Services Database
MOAA – Minority Opportunities Athletics Association
NCAACSA – National Association of Collegiate Directors of Athletics
NCAA – National Collegiate Athletic Association
PFAA – Post-Graduate Fellowship
PTD – Progress Toward Degree
RAC – Regional Advisory Committee
RSRO – Requests Self-Reports Online
SS – Student Services
TDSR – Total Developmental Score
WOMEN’S CHAMPIONSHIP SERIES

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? Parliametary procedure guards the right to free and full debate on 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). Some require more than a majority vote. What can motions be about? Most concern the rights of the assembly or its members, some concern the bylaws. Questions regarding 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 voted to give members a chance to change their minds. The motion to reconsider must come from the winning side.
The National Office Meeting Space

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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.

What is it that Division II is “making 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.