

MOUNTAIN PACIFIC SPORTS FEDERATION CODE

Part Two: BYLAWS - OPERATING PROCEDURES (9/99)

200 ENUMERATION, SELECTION, AND TENURE OF OFFICERS

200.1 Officers of the Conference

200.1.1 Chair

The Chair shall be elected from the Faculty Athletics Representatives by the Administrative Committee for a single one-year term. The election shall take place at the spring meeting and the term shall begin on July 1.

200.1.2 Vice Chair

The Vice Chair shall be elected from the Faculty Athletics Representatives by the Administrative Committee for a single one-year term. The election and term shall coincide with that of the Chair as per section 200.1.1.

200.1.3 Resignation or Vacancy of Office.

In the event of a vacancy in the office of either the Chair Vice Chair, replacement shall be made as follows:

200.1.3.1 Chair - The Vice Chair shall fill the office until June 30 of the year in which the vacancy occurs and shall become eligible for election to a full one-year term.

200.1.3.2 Vice Chair - The Administrative Committee shall elect a replacement whose term of office shall coincide with that of the Chair. Such replacement officer may be nominated at the conclusion of that period to serve a full one-year term.

201 MEETINGS

201.1 Regular Meeting(s).

The Administrative Committee shall meet in person at least one time during the academic year. All other meetings may be conducted by telephone conference call.

201.2 Special Meetings.

Special meetings of the Administrative Committee may be held at the call of the Chair or upon written request of two or more Federation Administrative Committee members. In any case, at least seven days notice shall be given. Except in unusual circumstances, these meetings shall be by telephone conference call.

201.3 Agendas.

The agenda for each regular meeting shall be solicited from the Administrative Committee, prepared by the Executive Director in consultation with the Chair,

and submitted to the members of the Committee at least two weeks in advance of such regular meetings.

201.4 Procedure at Meetings.

Procedure at meetings shall be governed by Robert's Rules of Order (rev.)

201.5 Minutes.

The minutes of all meetings shall be recorded and permanently retained in the Federation office. The Executive Director shall distribute copies of all minutes to the President, Faculty Athletics Representative, Athletics Director, and Senior Woman Administrator of each member institution, and the conference staff liaisons.

202 POWERS AND DUTIES OF THE OFFICERS

202.1 Chair

The Chair of the Federation shall preside at the meetings of the Administrative Committee, call special meetings, vote as a member of the Committee, and exercise such powers and perform such functions as may be delegated to him/her by the Committee.

202.2 Vice Chair

The Vice Chair of the Administrative Committee shall vote as a member of the Committee and exercise such powers and perform such functions as may be delegated to him/her by the Committee. The Vice Chair shall also preside at meetings of the Administrative Committee in the absence of the Chair.

203 FINANCES

203.1 The responsibility of financing the Federation shall be borne by member institutions and affiliated members. Each member shall pay a portion annually to be determined at the spring meeting of the Administrative Committee.

203.2 In the event revenue from other sources such as television games, post season tournaments, etc., are available, the Administrative Committee shall have the authority to determine the procedures for disposition of these funds if not otherwise specified in the Constitution and Bylaws.

204 PROCEDURES FOR RESOLUTION OF CONTROVERSIES BETWEEN MEMBER INSTITUTIONS

A controversy between two member institutions regarding adherence to provisions of the Mountain Pacific Sports Federation Code, or other operating policies of the Federation, shall be resolved according to the following procedures:

204.1 No statement shall be issued regarding such incident by any representative of the institution concerned, except that the matter in controversy has been or will be referred to the involved institution and to the Federation's Executive Director.

- 204.2 Whenever a controversy does arise, the Athletics Director of the complainant institution shall prepare an official complaint setting forth in detail the nature of the complaint and all circumstances surrounding it. He/she shall then submit the complaint to the Athletics Director and the Faculty Athletics Representative of the other institution involved with the request that it be investigated and a prompt reply be made as to the validity of the complaint and, in the event it is valid, as to the corrective measures taken. Concurrently, a copy of this complaint will be transmitted to the Federation's Executive Director and Chair.
- 204.3 The Athletics Director of the institution receiving such a complaint will immediately cause an investigation of all facts concerning such a complaint and will make, as promptly as possible, a reply to the complainant institution, with a copy of this reply furnished to the Federation's Executive Director and Chair. This reply should set forth the position of the respondent institution as to the validity of the complaint and, assuming the complaint to be valid, will state what corrective measures have been taken.
- 204.4 In the event the reply of the responding institution satisfies the complainant institution, the matter shall be considered closed.
- 204.5 If the complainant institution is not satisfied with the statement submitted by the respondent institution, the Athletics Director of that institution may submit the matter to the Executive Director.
- 204.6 The Executive Director, upon receipt of such information, will convene a meeting of the representatives of the two institutions involved, usually by teleconference and make every possible effort to resolve the differences between the two institutions.
- 204.7 If the Executive Director is unable to resolve the existing differences between the two institutions concerned, he will then prepare a formal report setting forth his findings as to the merits of the alleged complaint. This report will be submitted to the Administrative Committee for final disposition of the alleged complaint.
- 204.8 These procedures will be applicable to all administrative officers of the member institutions, Athletic Directors, Faculty Athletics Representatives, coaches and publicity representatives.

205 PROCEDURES FOR SERIOUS VIOLATIONS

- 205.1 Alleged violations of Mountain Pacific Sports Federation and/or NCAA rules, by member institutions shall be referred to the institution's primary Conference Office for processing. In the case of an independent member institution, any alleged violations shall be referred to the NCAA.

**206 ADOPTION AND AMENDMENT OF OPERATING PROCEDURES,
OPERATING RULES, AND ADMINISTRATIVE REGULATIONS**

- 206.1 Operating Procedures and Operating Rules shall become effective upon adoption by the affirmative vote of two-thirds of the total members of the Administrative Committee.
- 206.2 Bylaws may be amended as provided in Section 107.3 of the Constitution.
- 206.3 A proposed amendment to the Bylaws may be initiated by any member of the Administrative Committee. Amendments may be proposed at any time, but should be proposed and submitted prior to the preparation of meeting agenda.