

GOLDEN STATE ATHLETIC CONFERENCE CONSTITUTION and BYLAWS

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GOLDEN STATE ATHLETIC CONFERENCE, INC.



CONSTITUTION

ARTICLE I

NAME

The name of this corporation shall be the Golden State Athletic Conference, Inc., previously an unincorporated association known as the Golden State Athletic Conference, and hereafter referred to as the GSAC or the Conference.

ARTICLE II

PURPOSE

The purpose of the GSAC is to provide its member institutions the benefits of an intercollegiate athletic conference, namely:

1. To promote wholesome competition among similar institutions, which provides for rivalries and championships.
2. To encourage common relationships for the colleges and their various constituencies.
3. To promote equal competition through agreed upon conference standards.
4. To promote the NAIA Champions of Character program.
5. To enhance the competition for greater media and public exposure.
6. To promote the development of intercollegiate athletics as an integral part of the curriculum of the member institutions.
7. To collect, disseminate and preserve conference, individual and team records.

ARTICLE III

MEMBERSHIP

SECTION 1: HISTORY

The GSAC was organized in February, 1986.

Charter members: Azusa Pacific University, California Lutheran University, Fresno Pacific University, Point Loma Nazarene University, Vanguard University (formerly Southern California College), and Westmont College

1987: California Baptist University and Concordia University (formerly Christ College-Irvine)

1989: California Lutheran University left the conference

1994: Biola University

1999: Hope International University and San Diego Christian College (formerly Christian Heritage College)

2001: The Master's College

SECTION 2: MEMBERSHIP STIPULATIONS

To be a member of the GSAC, an institution must be an active member of the National Association for Intercollegiate Athletics (NAIA). Membership in the GSAC shall not prohibit regular institutional membership in any other National or International multi-sport organization. Membership in other conferences is permitted for sports not sponsored by the GSAC.

SECTION 3: PHILOSOPHY

Membership in the GSAC shall be limited to faith-based colleges and universities of similar size, and educational philosophy, geographically located in the State of California.

SECTION 4: MEMBERSHIP

The Chief Executive Officer of any institution desiring to become a member must make an application in writing to the Commissioner by September 1. Institutions desiring membership must be accepted by the fall meeting for the following school year. The member institution Presidents will approve the addition of new members to the GSAC by two-third (2/3) vote of all members.

Institutions may be terminated or suspended by two-thirds (2/3) vote of all member Presidents. Membership is voluntary, and an institution desiring to withdraw membership is requested to inform the Executive Committee one (1) year in advance. When a member institution decides to join another conference, the date of the decision by that institution will mark the final date of membership in the Golden State Athletic Conference.

1. Schools not finishing the year as GSAC members will complete their regularly scheduled events.
2. The GSAC Executive Committee must be notified within ten days of a GSAC member making inquiry to another conference.

SECTION 5: DUES (1/9/2008)

Members will be assessed annual dues sufficient to cover all the costs of operating the Conference. The annual dues will be recommended by the Executive Committee at the August meeting to the Presidents for implementation the following Fall. (Example: recommendation August, 2008 meeting for the 2009-2010 year.)

The Commissioner is sent the NAIA declaration of intent form along with verification of enrollment figures from the IPEDS report of the previous year so that an invoice for conference dues can be prepared.

SECTION 6: CONFERENCE INDIVIDUAL SPORTS

MEN'S SPORTS	WOMEN'S SPORTS
Cross Country	Cross Country
Tennis	Tennis
Track & Field	Track & Field

SECTION 7: CONFERENCE TEAM SPORTS

MEN'S SPORTS	WOMEN'S SPORTS
Baseball	Basketball
Basketball	Soccer
Soccer	Softball
	Volleyball

SECTION 8: MEMBERSHIP SPORTS REQUIREMENTS

Each institution must participate in four of the seven team sports. Institutions that sponsor five to seven sports must have those teams compete in the conference schedule format. Institutions which participate in other team sports may not substitute those sports in place of the required six sports. Each institution must participate in a minimum of six sports of the recommended thirteen sports by the GSAC. The number of sports that an institution must sponsor will be based on the college's enrollment. If an institution sponsors one of the designated team or individual sports, it must be included in the Conference. If an institution adds a sport, it must be a conference sport for it to be a part of the sports minimum.

ENROLLMENT*	SPORTS MINIMUM
0-500	6
501-700	7
701-900	8
901-1100	9
1101-above	10

* Enrollment is traditional undergraduate full-time equivalency. The IPEDS numbers from October 15th of each year will be used along with a statement of total number of degree completion students that will be deducted from the total undergraduate FTE. Conference championships will be recognized and awards will be given in a conference sport only when six or more institutions participate.

ARTICLE IV

ORGANIZATION

SECTION 1: EXECUTIVE COMMITTEE/BOARD OF DIRECTORS

- A. The Board of Directors of the corporation shall consist of the members of the Executive Committee and the terms "Executive Committee" and "Board of Directors" shall be used interchangeably in these Bylaws, both Part I and Part II, and shall refer to the same governing body of the corporation. The Executive Committee shall consist of the Athletics Director from each member institution. The Faculty Athletic Representative (FAR) from each institution is welcome to attend all meetings.
- B. Conference Presidents, chaired by the Conference COP President, will decide on the following issues: (1/9/2008)
 - 1. Election of an institution to conference membership
 - 2. Termination or suspension of a conference member
 - 3. Establishing the number of scholarships.
- C. Authority for all decisions and actions taken by the conference resides with the Executive Committee, except those listed in B above. (1/9/2008) Each individual member of the Executive Committee shall have one vote. Should the Athletics Director not be able to attend, he/she shall designate who shall represent him/her.
- D. The Executive Committee shall transact the business and administer the affairs of the Conference in accordance with the Articles and Bylaws of the Conference.
- E. The Executive Committee selects and employs a Conference Commissioner to carry out the duties set forth in the Bylaws of the Conference.

SECTION 2: OFFICERS

- A. The officers of the Conference shall consist of a Commissioner, Vice Chair, Secretary and Treasurer.
 - 1. The offices of Commissioner and Vice Chair shall be elected every two years.
 - 2. The offices of Secretary and Treasurer shall be appointed by the Executive Committee.
 - 3. Officers shall take office August 1 annually. (1/9/2008)
- B. The Commissioner shall preside at all regular and special meetings of the Executive Committee. In the absence of the Commissioner, the vice chair shall take his/her place and perform his/her duties.
- C. The Commissioner is empowered to appoint any special committees, including its chairperson, he/she deems necessary and proper upon approval of the Executive Committee.

SECTION 3: MEETINGS

- A. Regular meetings of the Executive Committee shall be held three times per year. The locale will be determined by the Executive Committee.
- B. Special meetings of the Conference shall be convened by the Commissioner when personal judgment dictates or upon written request from a majority of the Executive Committee.
- C. A quorum shall consist of a majority of the regular members of the Executive Committee.
- D. The rules contained in the current edition of "Robert's Rules of Order, Newly Revised," shall govern the Conference in all cases to which they are applicable and when they are not inconsistent with these Articles and Bylaws, and any other special rules the Conference may adopt. The Conference Commissioner shall function as ex-officio parliamentarian at all meetings of the Executive Committee.

ARTICLE V

AMENDMENTS

SECTION 1: AMENDMENTS OF THE ARTICLES

- A. These Articles of the Constitution and Bylaws can be amended at any regular or special meeting of the Executive Committee by two-thirds (2/3) vote of all members.
- B. Amendments may be proposed by any member of the Executive Committee.
- C. All amendment proposals are to be transmitted to the Conference Commissioner for distribution to all members of the Executive Committee. Proposals must be received by the Conference Commissioner at least fifteen days in advance of the appropriate meeting. Proposals shall be distributed by him/her to members of the Executive Committee at least one week in advance of the date of the meeting.

SECTION 2: EFFECTIVE DATE

Any approved amendment to the Articles of the Constitution, becomes effective upon the ratification of two-thirds (2/3) of the Executive Committee and becomes effective August 1, unless otherwise noted, following its approval.

BYLAWS

ARTICLE I

MEETINGS

SECTION 1: GENERAL MEETINGS

General meetings of the Conference shall be attended by all members of the Executive Committee, the Conference Commissioner, Faculty Athletic Representatives, Sports Information Directors, Athletic Trainers, and Coaches.

SECTION 2: EXECUTIVE COMMITTEE MEETING AGENDA AND MINUTES

- A. The Conference Commissioner shall call for all proposed agenda items to be delivered at least fifteen days prior to any regular or special meeting of the Executive Committee. The Commissioner shall prepare and distribute copies of the meeting agenda at least one week prior to the scheduled date for the meeting.
- B. The Secretary shall accumulate and compile minutes for all general meetings of the Executive Committee. Copies should be mailed to all Executive Committee Members who shall distribute them on their own campus including the Chief Executive Officers and Faculty Athletic Representatives.
- C. The Treasurer shall be charged with the receiving and disbursing of all moneys for the GSAC. A separate account will be set up for this purpose. A report will be compiled and distributed at all meetings of the Executive Committee.

SECTION 3: CONFERENCE SPORT COACHES' MEETINGS

The conference sport coaches shall meet annually at the conclusion of their regular season and prior to the next Executive Committee meeting. They shall prepare a report to be submitted to the Executive Committee.

- A. The chairperson of each coaches' committee shall be approved by the Executive Committee and serve for a two-year (2) period. It will be his/her responsibility to prepare a meeting agenda, arrange, convene and preside at the meeting; prepare and submit to the Executive Committee minutes of the meeting. The Sport Liaison shall present to the Executive Committee at their regular meeting, all recommendations requiring action by that committee.
- B. The coaches shall discuss matters relevant to their sports, consider desired changes in the Articles of Bylaws for recommendation to the Executive Committee; approve lists of officials; and select an All-Conference team using NAIA criteria for their sport.
- C. All suggested agenda items should be submitted to the chairperson at least fifteen (15) days in advance of the planned meeting date. A completed agenda for each meeting should be distributed to all appropriate parties at least one (1) week in advance of the meeting date.

ARTICLE II

ELIGIBILITY RULES

SECTION 1: OBLIGATION OF MEMBERSHIP

The members of the conference agree to administer their intercollegiate athletic program in accordance with the Articles and Bylaws of this Conference and the Constitution and Bylaws of the NAIA.

SECTION 2: ACADEMIC STANDARDS

- A. The course load, satisfactory progress, eligibility, residency, and transfer rules must be in accordance with appropriate NAIA Constitutions, Bylaws, and Policies, as well as GSAC Constitution, Bylaws and Policies.
- B. **GRADE POINT AVERAGE:** To be eligible to compete in any sport at a GSAC institution, a third (3rd) semester or a fourth (4th) quarter student and thereafter, must have at the time of competition a cumulative grade point average of 2.0 (computed over the usual 4.0 scale) for all college level units attempted, completed, and awarded a letter grade. Letter grades included in these calculations shall be A, B, C, D, and F. Each institution has the option to use the letter grade system with + or - system. It must use the same system for the entire sports program.

SECTION 3: CONFERENCE STANDARDS

- A. The Faculty Athletic Representative (FAR) in cooperation with the Athletics Director, Registrar, and coach at each member institution is responsible for validating the eligibility of all student-athletes prior to their competing as a representative of the institution in each sport.
- B. Each institution shall send its eligibility roster to the GSAC Eligibility Chair prior to its first competition, in accordance with the NAIA policy.
- C. The Conference Eligibility Committee shall be comprised of three conference FARs. This committee is chaired by the Conference Eligibility Chair and will make recommendations and decisions on eligibility issues as outlined in NAIA rules and the GSAC Constitution and Bylaws. (1/9/2008)
- D. All suspicions or allegations of eligibility violations should be reported immediately to the Commissioner in writing by any member of the Executive Committee. The Eligibility Infraction Committee shall determine what action is appropriate for each case. Any member of the Executive Committee may appeal the decision to the full Executive Committee.
- E. If an ineligible student-athlete participates in any intercollegiate contest, all such contests shall be forfeited and team standings revised if necessary. Team awards shall be redistributed in accordance with any revised placing.
- F. A Conduct and Ethics Committee comprised of 3 Athletics Directors and the Commissioner (ex officio) shall serve the conference to handle such issues as improper contact, forfeits, sports issue appeals and other items as may be assigned by the Executive Committee or the Commissioner. Elect three members from the Executive Committee. If one of the three is from an institution involved in the issue under consideration another Athletics Director is selected by the Commissioner. (1/9/2008)
- G. All suspicions or allegations of improper contact, forfeits, and sports issue appeals should be reported immediately to the Commissioner in writing by any member of the Executive Committee. The Conduct and Ethics Committee shall determine what action is appropriate for each case. Any member of the Executive Committee may appeal the decision to the full Executive Committee. (1/9/2008)

ARTICLE III

FINANCIAL AID

SECTION 1: PRINCIPLES GOVERNING GSAC FINANCIAL AID

The rules and regulations governing financial aid must be in accordance with the Conference.

SECTION 2: ANNUAL STATEMENT--SPORT FINANCIAL AID REPORT

- A. Each member institution shall prepare an annual report covering the allocation and disbursement of financial aid funds during the academic year by July 1 for the preceding year.
 - 1. A summary of all aid given for each sport will be compiled on the approved electronic form. This form will be sent electronically to the Conference Commissioner and his/her designee, who shall distribute institutional totals only to each Athletics Director. A sample form is included in the GSAC Forms section.
 - 2. Back-up verification by the Financial Aid Officer is to be made available within a reasonable time should the need arise. This would include all types of financial aid given by the institution - i.e. tuition waivers, tuition reductions, Presidential aid or awards (waivers or grants); college grants of scholarships: ethnic or minority, foreign student, academic, music, drama, debate, leadership, need aid etc.; athletic aid both institutional or outside raised moneys; foundation and endowment income.
 - 3. When reporting scholarship money, the eligibility roster must be provided. Any irregularities in the eligibility roster must be identified with the scholarship report. The cross country and track eligibility rosters must be included with the scholarship report and any sport that crosses two terms must submit the eligibility rosters for both terms.
 - 4. Types of financial aid that fall outside of GSAC sports limitations are: federal aid, loans, Federal Work Study, faculty-staff dependent awards.
 - 5. If a hardship case is approved prior to July 1, the scholarship of the "red-shirted" student is not reported on the scholarship report.
 - 6. The scholarship report will be reviewed at the August meeting annually.
- B. Financial Aid Violations:
 - 1. The scholarship penalty is applied to the year following the violation. The sport scholarship allocation for the preceding year will be reduced by the same percentage as the violation. (Example: If institution A was over the GSAC volleyball scholarship limit by 5% in 2007-08, their scholarship allocation for volleyball in 2008-09 will be reduced by 5% from the limits in effect for 2008-09.)
 - 2. In the All-Sports Award the violating institution will drop to last in standing in the violated sport. Conference Championship is removed for violated sports in the year of infraction.

SECTION 3: GSAC SCHOLARSHIP LIMITS

- A. Definitions: "A Tuition" includes standard fees charged to all students, including insurance fees that are charged to all students. The fee must show on all students' statement of charges. If all students (including athletes) have the opportunity to opt out of the insurance, the insurance fee may still be included in the calculation. An athletic insurance fee applicable to athletes only may not be included in the calculation. (1/9/2008)
- B. Students' cumulative GPA is researched at the institution upon entry and each fall thereafter for factoring levels the following year. This would be the high school GPA for incoming freshmen, and the cumulative GPA from other accredited higher educational institutions for a transfer student. For current students, it is either the cumulative college GPA (all institutions attended) or institutional GPA as per institutional policy. This is used for the spring report regardless of how the student-athlete's GPA might change during the reporting year.
- C. All types of aid will be factored at 100%. All aid (including athletic) for students with a 3.30 GPA or better will be factored at 50%. Students having a 3.60 or better GPA do not count toward the scholarship limits.
- D. The factored scholarship money includes any institutional money given for tuition, fees, room & board, and books.
- E. No charge of aid will be applied to the GSAC scholarship limitations for full-time faculty-staff dependents unless aid is given in addition to the faculty-staff tuition discount. This additional aid is chargeable GSAC aid. (1/9/2008)
- F. If a student-athlete is a Resident Assistant or Resident Director, money received for doing this work is not to be reported in the scholarship report.
- G. Multiple sport athletes (regardless of whether or not the GSAC sponsors both sports) will be charged by sport for their athletic awarded money. Other institutional aid will be charged equally to each sport in which there is participation. (1/9/2008)
 - 1. If the athlete was not a scholarship athlete the in the first year of competition in the second sport, he/she is not counted against the second sport.
 - 2. During the second season of competition in that other sport, scholarship dollars must be assigned equally between the two sports regardless of whether on not the GSAC sponsors both sports.
- H. DOLLAR LIMITS FOR EACH SPORT ARE AS FOLLOWS:

Baseball	the equivalent of 10 tuitions
Basketball (M/W)	the equivalent of 11 tuitions (Includes 15 players only. Any others cannot receive athletic-related aid.)
Track/Cross Country (M/W)	the equivalent of 11 tuitions
Soccer (M/W)	the equivalent of 10 tuitions
Softball	the equivalent of 10 tuitions
Tennis (M/W)	the equivalent of 5 tuitions
Volleyball	the equivalent of 8 tuitions

SECTION 4: INTRA-CONFERENCE TRANSFER LIMITATIONS

- A. A student-athlete (a participant charged a season of competition) who participates in a (any) sport at a GSAC institution one year is not permitted to participate in the same sport or receive athletic scholarship at another GSAC institution the following school year whether transferring directly or indirectly to the second GSAC Institution unless the student sat out or used one full season of competition at an intermediate institution. This rule may be appealed as outlined in section B. (August, 2006)

B. **PETITION PROCESS FOR EXCEPTION TO INTRA-CONFERENCE TRANSFER LIMITATIONS** (August, 2005)

In unusual circumstances an appeal can be made for the student-athlete to receive athletic aid and/or be eligible immediately. An appeal requires the following process to be met:

- 1. Both athletic directors of the schools involved must agree to immediate eligibility and/or athletic aid being given.
- 2. A majority of all GSAC athletic directors must approve after a hearing is held to review all of the circumstances involved.
- 3. Hearings will only be held during regularly scheduled meetings in January, April (or May) & August.

4. The amount of athletic aid the student athlete receives at the new institution may not be a higher percentage of athletic aid (aid verses costs) in the year the student transfers than the student received the prior year at the previous institution.

Example: Student-athlete receives athletic scholarship amounting to 50% of costs at School A in school year 2007-08. If that student transfers to School B for school year 2008-09 that student-athlete cannot receive athletic scholarship in excess of 50% of costs at School B. This includes **ONLY ATHLETIC AID** because the Conference cannot dictate the amount of other institutional aid a student-athlete can receive.

- C. Please use the *Intra-Conference Transfer Form* for verifying the percentage of scholarship that an intra-conference transfer may receive at the new institution.
1. The institution that the student athlete is transferring to initiates the intra-conference transfer form and gets the proper signatures from both institutions.
 2. When the form is completed a copy shall be forwarded to the Commissioner by the school the student athlete is transferring to and a copy shall be attached to the scholarship reporting form for the year in question.

ARTICLE IV

SCHEDULING, CONFERENCE CHAMPIONSHIPS, AND POST-SEASON PLAY

SECTION 1: CONFERENCE SCHEDULES

- A. All master schedules shall be prepared at least two (2) years in advance and approved by the Executive Committee.
- B. The Conference scheduling policy limitations in effect for in-season competition which counts toward post-season qualification is as follows:

SPORTS	GSAC	NAIA	+ Scrimmages
Baseball	55 total contests (1/9/2008)	55	2
Basketball (M/W)	30 total games	30	2
Cross Country (M/W)	8 total meets	8	0
Soccer (M/W)	18 total games	18	2
Softball	28 total playing dates	28	2
Tennis (M/W)	24 total matches/tournaments (tournament counts as 1)	24	1
Track (No unattached athletes to compete.)	Indoor	10	0
	Outdoor	10	0
	Outdoor only (no indoor)	12	0
Volleyball	28 playing dates	28	2

- C. Conference opponents must be kept in the same order but allow flexibility in changing dates as long as the sequence is followed. A date change outside of sequence must be approved in advance by the GSAC Executive Committee. Any schedule change must also be approved by both Athletic Directors.

SECTION 2: CONFERENCE CHAMPIONSHIPS/TOURNAMENT PLAY

- A. The Conference Championship shall be awarded to the team which achieves the highest winning percentage in regular season conference play. The winner of the conference meet determines the championship in Cross Country and Track & Field. In order to constitute a team entry, the institution must meet the minimum number of participants needed for that sport. Clarification: a team with less than five runners cannot score or displace another team.
- B. No championship shall be awarded to a team which has not played all of its scheduled contests except as noted in subsequent paragraphs in this section.

- C. In order to be eligible for a championship, each conference team shall meet every other team in the conference as follows:

Baseball	4 Games
Basketball (M/W)	Home & Home
Cross Country (M/W)	Conference Meet
Soccer (M/W)	Single round
Softball	4 Games
Tennis (M/W)	Single round
Track & Field (M/W)	Conference Meet (which has a defined set of events & schedule) Dual and Tri-Meets encouraged
Volleyball	Home & Home

- D. Any two teams competing in a dual contest ending in a tie score, shall receive credit for one-half (1/2) game won and one-half (1/2) game lost in computing team standings. An exception to this is baseball and softball where a tie game shall be completed from point of interruption. An exception in the soccer standings, refer to the Soccer Policies.
- E. When a scheduled contest is canceled for uncontrollable reasons, the Conduct and Ethics Committee shall rule. The HOME COACH shall notify the HOME ATHLETICS DIRECTOR immediately, who must notify the Conference Commissioner within twenty-four (24) hours.
- F. The Conference representative in any post-season competition shall be the Conference Champion unless otherwise designated by the Executive Committee. In the event of a tie for the Conference Championship, the Executive Committee shall designate co-champions.
- G. Conference ties for post season competition will be decided by: (*Refer to General Policies, Section II J.*)
1. Head-to-head competition.
 2. Record vs. descending order of finish in standings.
 3. Coaches vote.
- H. A team under NAIA suspension or ineligible for NAIA post-season play is not eligible for a Conference Championship.
- I. For baseball and softball tournament protest committees refer to baseball and softball policies.

ARTICLE V

RULES AND REGULATIONS FOR COMPETITION

SECTION 1: PLAYING RULES

Competition shall be conducted in accordance with the rules and policies adopted by the NAIA for intercollegiate sports competition.

SECTION 2: MISCELLANEOUS

Failure to conform to pre or post game regulations, breach of ethics, unsportsmanlike conduct, and any other conference rules or standards, etc., by any student, athlete, coach or any other official institutional representative shall be reported by the Athletics Director to the Conference Commissioner within seventy-two (72) hours of the alleged event. Every effort should be made to resolve the conflict informally prior to reporting the event to the Conference Commissioner.

ARTICLE VI

DUTIES OF THE CONFERENCE OFFICERS

SECTION 1: COMMISSIONER

- A. The Conference Commissioner shall be elected by the Executive Committee. His/her duties and responsibilities shall include those listed below, and further actions, which the Executive Committee may from time to time request, or any such other activities, which its Commissioner considers necessary and appropriate.
- B. Serve as the Chief Administrative Officer of the GSAC.
- C. Discuss and confirm the time and date and place of all regular and special meetings of the Executive Committee with the members and inform all members about each meeting.

- D. Prepare and distribute an agenda prior to each meeting of the Executive Committee.
- E. Function as parliamentarian for all meetings.
- F. Attempt to insure that all member institutions understand and conform to all relevant eligibility rules and regulations of the NAIA as they are applicable; along with the Conference Eligibility Chair assist in the interpretation and application of all current rules and regulations and supply them with all available precedent and supportive reasoning as needed to assist in such interpretations.
- G. Undertake and/or direct any special studies of conference plans, problems, or special projects as may seem necessary or if requested by the Executive Committee.
- H. Attend and as appropriate, represent the GSAC at the NAIA meetings.
- I. Prepare and distribute appropriate forms as required and specified in the GSAC Bylaws.
- J. Promote the GSAC for post-season competition.
- K. The Conference Commissioner shall be responsive to any other duties specified or implied by the Articles or Bylaws of the Conference or such other requests for advice, assistance, or action consistent with the scope of this office, which may be made by the Executive Committee.

SECTION 2: VICE CHAIR

- A. Carries on the responsibilities of the Commissioner in his official absence.
- B. Responsible to work with the Awards Chair to obtain and distribute all necessary and authorized, individual, and team Conference official awards.
- C. Supervise the development of a list of approved officials and obtain evaluations from coaches and officials if the conference has not secured the services of a supervisor of officials.
- D. Responsible for other duties as assigned by the Commissioner and/or Executive Committee.

SECTION 3: SECRETARY

- A. Maintain a current and up-to-date record of all rules, regulations, appeals, and interpretations as considered and acted upon by the Executive Committee.
- B. Serve as recording and corresponding secretary for the Executive Committee.
- C. Maintain file on sports committees.
- D. Maintain a review of the important and relevant actions and activities undertaken by the Conference over the past year.
- E. Plan with the Treasurer a proforma budget for the upcoming year. This report should be received and approved by the Executive Committee at the time of financial report.
- F. Responsible for preserving official records for conference history.
- G. Responsible for corporate issues related to state requirements.

SECTION 4: TREASURER

- A. Maintain all necessary bank accounts, financial records, etc., as needed, and pay all obligations of the Conference promptly.
- B. Prepare a financial report for each Executive Committee meeting.
- C. Annually, bill all members of the Conference for conference dues.
- D. Annually, present an end of the year financial report.
- E. Annually plan with the Secretary, a proforma budget for the upcoming year. This report should be received and approved by the Executive Committee at the time of financial report.

SECTION 5: EXECUTIVE COMMITTEE

- A. Carry on all official business of the Conference, except those items specifically reserved for decision by the Conference Presidents.
- B. Review annually and approve proforma budget for the upcoming year.
- C. Members shall individually act as Liaison to their assigned sports committees and shall notify the sport chair of agenda items (i.e. playoffs, proposals, creative conference public relations ideas, leap frog rule, etc.)

SECTION 6: ELIGIBILITY INFRACTIONS COMMITTEE

The Conference Eligibility Committee shall be comprised of three conference FARs. This committee is chaired by the Conference Eligibility Chair and will make recommendations and decisions on eligibility issues as outlined in NAIA rules and the GSAC Constitution and Bylaws. Elect three Faculty Athletic Representatives from member institutions. If one of the three is from an institution involved in the issue under consideration another FAR is selected by the Commissioner. (1/9/2008)

SECTION 7: CONDUCT & ETHICS COMMITTEE

A Conduct and Ethics Committee comprised of three Athletics Directors and the Commissioner (ex officio) shall serve the conference to handle such issues as improper contact, forfeits, sports issue appeals and other items as may be assigned by the Executive Committee or the Commissioner. Elect three members from the Executive Committee. If one of the three is from an institution involved in the issue under consideration another Athletics Director is selected by the Commissioner. (1/9/2008)

SECTION 8: SPORTS COMMITTEES

- A. Consists of the head coach of each sport for each institution participating in that sport in the conference.
- B. The chair is elected by the sports committee and is approved by the Executive Committee.
- C. Meetings to be held twice each year at the fall all-sports meeting and at the end of the season. Both meetings are to take care of any additional business as requested by committee members, the Chair, or assigned by the Commissioner. (1/9/2008)
- D. Makes recommendations to the Executive Committee concerning the sport.
- E. All sports committee minutes should be sent to the sport liaison for review who in turn sends the minutes to the Commissioner for distribution.

SECTION 9: SPORTS INFORMATION DIRECTOR

- A. Serves as directed by the Executive Committee. (*Refer to Section VIII of GSAC General Policies & Procedures.*)
- B. Usual expectations include maintaining the GSAC website.

ARTICLE VII

AMENDMENTS OF THE BYLAWS

The Articles of the Bylaws of the Corporation can be modified or amended at any regular or special meeting of the Executive Committee by a majority vote of all members present and voting. Any approved Bylaws change becomes effective immediately, unless otherwise indicated.