



NORTH EASTERN ATHLETIC CONFERENCE

BYLAWS

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NORTH EASTERN ATHLETIC CONFERENCE BYLAWS

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ARTICLE I

OPERATIONS

The Constitution, Bylaws, and Athletic Trainers, Sports Information Directors, Student-Athlete Advisory Committee, and Sports Procedures Manuals form the operating codes of the Conference. In the event of a conflict between the Bylaws and the Constitution, the Constitution shall supersede. The terms and provisions of the Athletic Trainers, Sports Information Directors, Student-Athlete Advisory Committee, and Sports Procedures Manuals shall comply with the Constitution and Bylaws.

ARTICLE II

MEETINGS

- Section 1 Agenda items are to be solicited by the by the chairs of conference committees, boards, and councils thirty (30) days prior to the scheduled meeting and circulated at least fourteen (14) days prior to the scheduled meeting.
- Section 2 Any item not on the agenda shall require a unanimous vote of those present for inclusion on the agenda.
- Section 3 Each member institution shall be represented at all conference meetings. At least half of the members of all committees shall constitute a quorum.
- Section 4 Conference sports and other group committees must meet at least twice per year at a convenient time to review sport policies and guidelines. The chairs of committee shall forward all minutes and proposals to the Commissioner and their athletic administrator liaison for consideration by the Board of Athletic Directors.
- Section 5 All recommendations from the committees must be filed with the chair of the Board of Athletic Directors thirty (30) days prior to any meeting in which action will be taken or the matter shall be considered pro tempore.
- Section 6 The chair of the Board of Athletic Directors shall forward all proposals for change in sports procedures and guidelines to the Conference Commissioner at least fourteen (14) days prior to any meeting in which actions will be taken or the matter shall be considered pro tempore.



ARTICLE III

AWARDS

- Section 1 Trophies, All Conference, and Championship Awards: Trophies, All Conference, and Championship awards shall be purchased by the Commissioner with funds from the Conference treasury. In case of a co-championship in any sport, duplicate trophies are to be awarded. First team, All Conference team members shall receive All Conference awards. Coach of the Year awards shall be determined for each conference sport. Player of the Year award shall be determined for each conference sport. The decision structure for these awards are noted in each Sports Procedures Manual.
- Section 2 President's Cup: The President's Cup trophy shall be awarded annually to the men's, women's, and combined overall athletic program with the highest competitive percentage rating from championship and regular season play, based on a graduated point system equal to the number of participating teams for a conference championship and a pro-rated share for each finish below first place based on the number of schools sponsoring the given sport. All institutions sponsoring a sport in conference play must be ranked at the end of the season even if they did not participate in the conference tournament. The formula is as follows:
- $$\frac{\text{Total Points Earned}}{\text{Total Points Possible per School}} = \text{Competitive Percentage Ranking}$$
- Section 3 Scholar Athlete Awards: Varsity student-athletes who have achieved a cumulative GPA of at least 3.40 at the end of the full academic year and have completed at least two full time semesters during that year, shall be recognized by the Conference. The Conference Commissioner shall give each member institution Conference scholar-athlete certificates to recognize their scholar-athletes. The Conference Commissioner will receive a list of all conference award winners from each institution's Athletic Director (Appendix A).
- Section 4 Distinguished Service Awards: The intent of this award is to honor coaches, FARs, Athletic Directors, and other administrators who have given outstanding service to the Conference. Nominees for this award will generally be forwarded to the Board of Athletic Directors through the institutional Athletic Directors. This award is normally presented upon retirement, resignation, or reassignment after at least fifteen (15) years of service to a member institution or to the Conference. To be eligible for this award, service to the Conference must have extended through the academic year immediately prior to receiving the award. Voting by the Board of Athletics Directors would normally occur at the winter meeting.



ARTICLE IV FORMS, ADDITIONAL INFORMATION, & NEAC POLICIES

- Section 1 Hardship Waiver Form (Appendix B)
- Section 2 Scholar-Athlete Form (Appendix C)
- Section 3 NEAC Dues Form (Appendix D)
- Section 4 Championship Host Form (Appendix E)
- Section 5 Declaration of Sport Sponsorship Form (Appendix F)
- Section 6 Eligibility Form (Appendix G)
- Section 7 Membership Application Form (Appendix H)
- Section 8 Associate Membership Application (Appendix I)
- Section 9 NEAC Policy on Dealing with Infractions Cases (Appendix J)
- Section 10 NEAC Ethical Conduct and Sportsmanship Policy (Appendix K)
- Section 11 Conflict of Interest Policy for NEAC Personnel

ARTICLE V CONFERENCE COMMISSIONER DUTIES

The Conference Commissioner duties shall include, but are not limited to, the position description in Appendix L.

ARTICLE VI PUBLICITY

The home team of each conference contest shall be responsible for reporting contest results to the local media and to the Conference Commissioner.

ARTICLE VII CONTEST SCHEDULING

- Section 1 All conference three-year master scheduling drafts are constructed by the Conference Commissioner and must be approved by the Board of Athletic Directors at least one (1) year in advance.



- Section 2 Under no circumstances shall conference athletics contests be scheduled during the reading or exam periods or on the day of commencement of a participating conference institution. Further, make-up dates of contests postponed due to weather or other unavoidable circumstances beyond institutional control or prediction may not be rescheduled to interfere with reading or exam periods or commencements. The only permissible exceptions to this policy would be in those cases in which the contest would determine the Conference championship, and in these cases as well every effort must be made to arrange schedules to avoid conflicts with reading or exam periods or commencements. Additionally, every attempt must be made to insure that all conference season-ending contests involving multiple teams and individuals are not scheduled during reading or exam periods or on the day of commencement for participating institutions.
- Section 3 Final Determination: In those rare instances when such conference scheduling conflicts are unavoidable, the Commissioner will make the final determination of the Conference schedule. This determination will be made in consultation with the Executive Committee.
- Section 4 Reporting: The Commissioner shall annually report to the President's Council on conference contests which will occur within the reading or exams periods or on a commencement date of a conference institution.
- Section 5 Schedule Changes: Coaches do not have unilateral authority to change the time and/or date of conference contests. Mutual approval by the Athletic Directors involved and communication with the Conference Commissioner is required.

ARTICLE VIII ENFORCEMENT

- Section 1 Game Conduct: An infraction relating to a game conduct rule shall be pursued under the following formal complaint procedure:
- (a) The Athletic Director of the complaining member institution will submit a written statement of the complaint to the Athletic Director of the accused member institution with copies sent to all other Athletic Directors of the Conference and to the Conference Commissioner.
 - (b) If not resolved by the Conference Commissioner under interim procedures, then the resolution of the complaint will occur at the next meeting of the Board of Athletic Directors. In certain situations, the outcome or resolution to a complaint may have an effect on conference standing, playoff seeding, etc... In such situations, a special meeting may be called in order to expedite a resolution of the complaint.



- (c) All formal complaints must be processed in writing to the accused member institution and the Conference Commissioner no later than forty-eight (48) hours from the conclusion of the athletic contest in which the alleged incident took place.
- (d) Upon receipt of the complaint, the Conference Commissioner will respond in writing within ninety-six (96) hours indicating at least a course of action but not necessarily a resolution to the complaint.

Section 2

Procedures for the Adjudication of Penalties: The following procedures shall be used to carry out the assignment of penalties resulting from conduct issues:

- (a) Any member may initiate a complaint. If any individual (student-athletes, coach, athletic director, etc.) discovers an alleged violation by a conference institution, including their own, the incident must be reported to their institutions Athletic Director. When the reported violation has occurred at another member institution, the Athletic Director of that institution shall be contacted by the Athletic Director of the reporting institution.
- (b) If a complaint can be settled by mutual agreement among the Athletic Directors involved in the complaint, then the matter can be settled when a written report of the mutual agreement is sent to the Conference Commissioner.
- (c) Within thirty (30) days of receiving a complaint which cannot be settled by mutual agreement, a written complaint and response shall be submitted by the institutions involved to the Board of Athletic Directors. Following consideration by the Board of Athletic Directors, a report with recommendations for action must be submitted by the Board of Athletic Directors to the Chair of the President's Council.

ARTICLE IX

ALCOHOLIC BEVERAGES

No alcoholic beverages shall be sold on the premises of any athletics facilities while being used for NEAC intercollegiate athletics events. Official of member institutions shall take the necessary steps to prohibit the consumption of alcoholic beverages by persons attending Conference athletic contests.

ARTICLE X

PASSES

The Conference Commissioner will obtain and distribute Conference passes to the Athletic Directors of each member institution.

ARTICLE XI

SPORTS & OTHER GROUP LIAISON

Each Conference sport and group (AT, SID, and SAAC) shall have an Athletic Director as liaison. The sports liaisons serve as the official link between the Committee and the Board of Athletic Directors.



Section 1

Sports Liaison Duties:

- (a) To become knowledgeable of the procedure manual and aspects of specific sport or group's administration.
- (b) To attend all committee meetings each year.
- (c) To offer guidance and suggestions to the Committee on potential sports procedure changes.
- (d) To provide insight and feedback regarding Athletic Director or Faculty Athletics Representative interpretations or perspectives.
- (e) To guide and assist the Committee in the proper method for proposing policy changes.
- (f) To present procedure proposals to the Board of Athletic Directors.

ARTICLE XII

SPORT & OTHER GROUP COMMITTEE CHAIR

Each committee shall select a chair to represent the Conference coaches/administrators in the conduct of Conference business. The term limit for a Committee Chair shall be two (2) consecutive years. The chair shall be responsible for seeing that the policies in the procedure manual are followed.

Section 1

Duties of the Committee Chair:

- (a) To organize and chair the meetings called for by the Conference and to include the Liaison in all conference calls, emails, or other correspondence among the Committee regarding business.
- (b) To continually evaluate the procedures, prepare procedure proposal forms, and submit them per instructions when changes are desirable, and to insure that the proper changes have been made in written form after the adoption of new legislation.
- (c) To contact the liaison first if there is an issue that may need the involvement of the Conference Commissioner or Athletic Directors.
- (d) To work with the Committee, the Liaison and the Commissioner to design Conference master schedules, which must be approved by the Board of Athletic Directors at least one (1) year in advance.
- (e) To conduct conference calls, email, or fax correspondence and voting as needed.
- (f) To evaluate new legislation in other sports in order to insure consistency among all Conference sports.
- (g) Shall ensure that statistics, records, and notable accomplishments are given to the Conference Commissioner.



ARTICLE XIII AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) affirmative vote at a meeting of the Board of Athletic Directors and subsequent ratification by the President's Council. Any amendments must be submitted in writing as an agenda item to the Chair of the Board of Athletic Directors and Conference Commissioner no later than thirty (30) days prior to an official meeting of the Board of Athletic Directors.

ARTICLE XIV DUES STRUCTURE

The NEAC dues structure shall be re-evaluated annually to cover the Commissioner's salary and operating expenses of the Conference. The amount of the dues shall be discussed at the fall President's Council meeting and determined at the spring President's Council meeting. Institutions will be assessed accordingly to meet the Conference's obligations. Conference dues will have an annual due date of August 1st.



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APPENDIX A

Scholar Athlete Award

1. The Scholar Athlete Award will be presented to qualified student athletes for each of the Conference's championship sports.
2. To be nominated for the Scholar Athlete Award, a student-athlete must meet the following criteria:
 - a. The student-athlete must be a member, in good standing, of his or her team.
 - b. Must have a minimum cumulative grade point average of 3.40 for the previous two semesters (Fall and Spring) with the exception of transfers who enroll for the spring semester.
3. Any student meeting this criteria and being nominated by his/her institution will receive the Scholar Athlete Award.
4. The representatives (AD, SWA, SID or coach) of each conference school must present the names of the nominees to the conference commissioner two weeks prior to the conclusion of the regular season. There is no limit on the number of nominees from each institution.
5. A nomination form is available on the conference web site.
 - a. This form must be signed by the institution's Registrar and Athletics Director.
 - b. The form will include name, year, position, academic major, and grade point average.
6. The conference commissioner will compile all nominations and release the list of Scholar Athlete Award recipients to the institutions and media outlets.
 - a. This will occur at the conclusion of the academic year.
7. Each scholar athlete will receive a certificate.



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APPENDIX B

Hardship Waiver Form

Please note: the information you provide here is confidential and will not be shared with any non-conference affiliated individual or organization unless permission is requested and granted.

Name of Athlete: _____

Institution: _____ Sport: _____

Date of Injury: _____ Graduation Year: _____

Total # Games Scheduled: _____ Total # Game Played Prior to Injury: _____

Start Date of Practices: _____ Start Date of Games: _____

Body Part Injured (include L or R): _____

Type of Injury (include exact description – you may attach a separate sheet): _____

Please attach documentation from a team physician indicating that the injury is a “season ending” injury. Include copies of injury report, hospital or doctor’s evaluation, athletic training record, or other documented record of “season” ending injury.

Signature of Athletic Trainer

Date

Signature of Director of Athletics

Date

Please submit the required information to the Conference Commissioner. Candice Poiss Murray, North Eastern Athletic Conference, 8 Heather Drive, Gansevoort, NY 12831, Fax: 518-320-7356



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APPENDIX C

Scholar Athlete Form

Please Print All Information!

Due to Conference Commissioner by May 15. Fax #: 518-320-7356

Name of Athlete: _____

Institution: _____ Sport: _____

Hometown: _____ Graduation Year: _____

Cumulative GPA for Current Academic Year (Fall and Spring Semester): _____

Major(s): _____ Minor(s): _____

Athletic Information:

Position: _____ Starter (Y/N): _____

Years on Team: _____ Captain (Y/N): _____

Athletic Awards: _____

Athletic Achievements (statistical or other): _____

Other Academic Information:

Academic Accomplishments/Awards/Scholarship/Achievements/Honors: _____

Volunteer or Other Interesting Information:

List any volunteer or other information: _____

Signature of Athletic Director

Date



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APPENDIX D

NEAC Dues Form

Annual Dues for Academic Year: 20____ to 20____

Amount Due: \$10,250.00 (per year)

Date Due: August 1st of Upcoming Academic Year

Payable to: North Eastern Athletic Conference

Please Remit Dues to: Lori Frey, Treasurer
Wilson College
1015 Philadelphia Avenue
Chambersburg, PA 17201-1285

The NEAC is a 501 (c) (3) organization under the Internal Revenue Service Code - Tax ID # 20-1792183.



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APPENDIX E

Championship Host Form

Sport: _____

Host Institution: _____

Dates of Championship: _____

Rain/Snow Date (if applicable): _____

Site Director: _____

Description of Facilities

Number of courts, fields, etc.: _____

The following will be available during the tournament (check all those that apply):

- | | |
|--|--|
| <input type="checkbox"/> Home Locker Rooms | <input type="checkbox"/> Athletic Training Facilities |
| <input type="checkbox"/> Guest Locker Rooms | <input type="checkbox"/> Hospitality Area for Coaches |
| <input type="checkbox"/> Officials' Locker Rooms | <input type="checkbox"/> Hospitality Area of Officials |
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Spectator Area |
| <input type="checkbox"/> Snack Bar/Concessions | <input type="checkbox"/> Seating Capacity: _____ |

List other amenities: _____

Equipment to be provided: _____

Estimated Expenses Covered by Host

| | |
|-------------|-------------------------------|
| Equipment | \$ _____ |
| Officials | \$ _____ |
| Security | \$ _____ |
| Hospitality | \$ _____ |
| Other | \$ _____ (please list: _____) |
| TOTAL | \$ _____ |

Please comment on your institutional support and experience in hosting championship or tournament events.

Submitted by: _____ Date: _____



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APPENDIX F

Declaration of Sports Sponsorship Form

Name of Institution: _____

Academic Year: 20____ to 20____

Due Date: August 1st of the Upcoming Academic Year

Fax to Commissioner: Candice Poiss Murray
518-320-7356

Please check all that apply!

NEAC Men's Sports Sponsorship

- _____ Baseball
- _____ Basketball
- _____ Cross Country
- _____ Golf
- _____ Soccer
- _____ Tennis

NEAC Women's Sports Sponsorship

- _____ Basketball
- _____ Cross Country
- _____ Soccer
- _____ Softball
- _____ Tennis
- _____ Volleyball

Other Men's Sport Sponsorship

Other Women's Sport Sponsorship

For dual affiliate institutions, will you participate in all NEAC Championships? _____

If No, in which sports will you participate in another championship (list all that apply):

Submitted By: _____ Date: _____



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APPENDIX G

Eligibility Form

Separate Document – NEAC Eligibility



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APPENDIX H

Membership Application Form

As such, the Board of Athletic Directors and Presidents Council have finalized the application process which will have three steps. To begin, we ask each interested institution to provide the conference the following information by a prescribed date to be determined by the commissioner:

Athletics Information

1. Description of current sport sponsorship. Plans for addition of sports. Current list of club sports that may be identified to be elevated to varsity status.
2. Two year history of athletic schedules and results.
3. Athletics staffing profile: full time, part time, including administrative and coaching staff.
4. Athletics facilities description and amenities for visiting teams. Future facility plans.
5. Current and previous conference affiliation including staff positions and offices held. Other conferences applied to in past and current.
6. Describe involvement of: President/Chancellor, VP/Senior Report, Faculty Athletics Representative, Senior Woman Administrator, and Student Athlete Advisory Committee. Describe athletics reporting channels to upper administration.
7. Eligibility requirements and guidelines.
8. Mission Statement – athletics and institutional.
9. Student Athlete Welfare programming: i.e. NCAA Speaker's Bureau Grant, Education, etc.

Academic and Institutional Information

1. Letter from President/Chancellor indicating intention of commitment and participation as member of the NEAG Presidents Council.
2. Academic Profile: general admission requirements – SAT, GPA, etc.
3. Male and Female Enrollment.
4. Areas of study. Degrees.
5. Graduation rates for general population and student athletes (previous two years).

Please feel free to submit any additional information you feel may be important for the committee to review.

As the second step in the process, the conference will visit your campus at a suitable date. The intention of this campus visit is to tour your campus and athletic facilities and to meet with all of the following individuals on your campus: President/Chancellor, Vice-President/Senior Staff to whom athletics reports, Athletic Director, Senior



Woman Administrator, Faculty Athletic Representative, Coaches, Athletic Staff, and Student-Athletes (who may be available). The meeting schedule can accommodate group and/or separate meetings where appropriate.

In the last step of the process, your institution will be asked to make a 45 minute presentation followed by a 15 minute Q&A period to the Board of Athletic Directors and Chair and Vice-Chair of the Presidents Council on a date to be determined by the commissioner.

The Presidents Council, with recommendation from Board of Athletic Directors, will make their decision on your application. Please submit all information to the commissioner.



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APPENDIX I

Associate Membership Application

As such, the Board of Athletic Directors and Presidents Council have finalized the application process which will have three steps. To begin, we ask each interested institution to provide the conference the following information by a prescribed date to be determined by the commissioner:

Athletics Information

1. Why does your institution seek associate membership in the North Eastern Athletic Conference in the sport(s) identified?
2. Two year history of athletic schedules and results for applicant sports.
3. Athletics staffing profile for applicant sport: full time, part time, including administrative and coaching staff.
4. Athletics facilities description and amenities for visiting teams. Future facility plans.
5. Current and previous conference affiliation including staff positions and offices held. Other conferences applied to in past and current.
6. Describe involvement of: President/Chancellor, VP/Senior Report, Faculty Athletics Representative, Senior Woman Administrator, and Student Athlete Advisory Committee. Describe athletics reporting channels to upper administration.
7. Eligibility requirements and guidelines.
8. Mission Statement – athletics and institutional.
9. Student Athlete Welfare programming: i.e. NCAA Speaker's Bureau Grant, Education, etc.

Academic and Institutional Information

1. Letter from President/Chancellor indicating intention of commitment and participation as member of the NEAG Presidents Council.
2. Academic Profile: general admission requirements – SAT, GPA, etc.
3. Male and Female Enrollment – last two years.
4. Areas of study. Degrees.
5. Graduation rates for general population and student athletes (previous two years).

Please feel free to submit any additional information you feel may be important for the committee to review.

As the second step in the process, the conference may visit your campus at a suitable date. The intention of this campus visit is to tour your campus and athletic facilities and to meet with all of the following individuals on your campus: President/Chancellor, Vice-President/Senior Staff to whom athletics reports, Athletic Director, Senior



Woman Administrator, Faculty Athletic Representative, Coaches, Athletic Staff, and Student-Athletes. The meeting schedule can accommodate group and/or separate meetings where appropriate.

In the last step of the process, your institution will be asked to make a 20 minute presentation followed by a 10 minute Q&A period to the Board of Athletic Directors and Chair and Vice-Chair of the Presidents Council on a date to be determined by the commissioner.

The Presidents Council, with recommendation from Board of Athletic Directors, will make their decision on your application. Please submit all information to the commissioner.



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APPENDIX J

NEAC Policy on Dealing with NCAA Infractions Cases

Reporting of Incident

As soon as a NCAA Infractions Case is discovered, the institution shall notify the commissioner of the nature of incident. Such notification should be made immediately upon the discovery. The report shall be in writing though communication may be made verbally as well. Notification to the conference office may be made by any constituent of the institution. Notification should be made in a timely manner upon discovery of the incident.

Process of Response

- The commissioner shall evaluate the information provided and notify the executive committee of the Board of Athletic Directors of the incident.
- An executive committee conference call shall be arranged as soon as possible to evaluate the nature of the infractions case and the possible steps to follow through the process.
- The commissioner shall notify the institution of the need for additional information in writing. This additional information shall be provided to the commissioner in a timely manner.
- All information will be gathered and distributed to the executive committee for further evaluation and discussion. Any further informational needs will be requested with appropriate time lines.
- The executive committee shall make a decision in regards to the infractions case and will forward that decision to the chair and vice-chair of the President's Council. The chair and vice-chair shall make a decision regarding the recommended action of the executive committee and shall either approve or amend those recommendations.
- In serious cases, the entire President's Council will review the documentation and will decide on the appropriateness of the recommendations.
- Once a final decision has been reached, the commissioner shall notify the institution of the sanctions and outcomes in writing.
- The final report with all documentation will be sent to the NCAA for their review.
- The NCAA will notify the institution and conference of their final decision (which may be that the NEAC actions were appropriate and no further action is necessary or that NCAA Enforcement would require additional action).
- All processes shall be handled in a timely manner with strict deadlines for all to follow.



Important Additional Information

- Where possible, anonymous or confidential reports shall be dealt with carefully. “Whistle blowers” shall be protected as best as possible.
- Self-policing is very important as is self-reporting of possible infractions cases.
- In every instance where possible, the decisions regarding an infraction’s case will contain initiatives and suggestions that will be educational in nature to help avoid similar future incidences. This may not mean that punitive or other non-educational sanctions may also be enforced.



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APPENDIX K

NEAC Ethical Conduct and Sportsmanship Policy

General Principle

Individuals associated with the NEAC are expected to deport themselves with honesty, integrity, and fair play. Their behavior, at all times, shall reflect the highest standards of honor and dignity that characterize participation in competitive sports in the collegiate environment. Display of sportsmanlike behavior and mutual respect of competitors, officials, and athletics staff shall be considered an integral part of all athletics competition. Administrators, coaches, student-athletes, and officials shall abide by the rules governing the NEAC and the NCAA and fully cooperate in any and all inquiries related to possible violations of those rules.

Institutional Responsibilities

Each member institution is responsible for instilling an atmosphere consistent with the provisions of NCAA Constitution Article 2.4 and NEAC Constitution Article 2 Section 1. In doing so, institutions will ensure that all individuals associated with the athletics program are aware of the institution's expectations for such conduct and that appropriate action is taken against those individuals who choose to act in an unacceptable manner. Unsportsmanlike behavior will not be tolerated and any individuals exhibiting improper actions and behaviors may be asked to leave the athletic venue.

Pre-Competition Sportsmanship Statement

Instruction: please read this statement in your pre-competition announcements and publish it in your event program.

"The NCAA, the North Eastern Athletic Conference, and XXXX College promote good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed towards officials, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition. Consumption or possession of alcoholic beverages or tobacco products is prohibited. Unapproved artificial noisemakers, air horns, and electronic amplifiers are not permitted."

Dealing with NEAC Sportsmanship Infractions

The NEAC expects all members to adhere to proper sportsmanship and ethical conduct standards as set forth above. This policy indicates possible implications related to conduct of a student-athlete and/or athletics representative from member institutions at any NEAC sponsored event, not limited to regular season or championship events:

At the discretion of the Chair of the NEAC Executive Committee, Commissioner and/or an event administrator of a NEAC sponsored event, any representative from a member institution may be subject to disciplinary action based on display of unsportsmanlike or unethical conduct, may potentially be exposed to loss of eligibility for conference



awards, regular and/or post season participation opportunities, national participation opportunities, grant opportunities, monetary sanctions, or loss of conference position (i.e. committee position).

Should an incident occur, the Chair of the NEAC Executive Committee, Commissioner, and/or event administrator of a NEAC sponsored event shall notify the athletic director and president of the institution(s) involved within 24 hours of the event.

Any and all incidents shall be reviewed by the NEAC Executive Committee within 3 business days and further actions may be taken by this committee. Further documentation will also be forwarded to the athletic director and president. It is expected that if an Executive Committee member's institution is involved in an infraction, he/she will recuse him or herself from the case.

Appeals may be submitted and reviewed by the NEAC Presidents Council Appeals Committee.



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APPENDIX L

Commissioner Position Description

The position of the NEAC Commissioner is a 12 (twelve) month salaried, full-time position. The general term of employment is from approximately June 1 to May 31.

Description: The Commissioner serves at the primary and chief administrative officer of the conference. He/she also holds the responsibilities as the NEAC sports information director and public relations officer. The commissioner shall have the overall responsibility for the administration and operation of the conference, subject to the approval of the NEAC Executive Committee. The commissioner works in cooperation with member Athletics Directors and Presidents and works closely with the NEAC Executive Committee. The Commissioner reports to the Chair of the Conference Executive Committee. He/she works to uphold the mission, ethics and sportsmanship codes of the NEAC. Duties of the Commissioner include:

SECTION I – Administrative

- A. Oversees the management of the conference office to include all NEAC operational activities, including championships, meetings and all additional business.
- B. Manages conference files, archives and awards.
- C. Serves as the recording secretary at all NEAC meetings (in person and telephone).
- D. Receives and processes all applications for NEAC membership.
- E. Responsible for correspondence with NEAC applicants.
- F. Oversees the NEAC Student Athlete Advisory Committee.

SECTION II – Compliance

- A. Serves as the NEAC compliance officer and liaison to the NCAA.
- B. Represents the NEAC in capacities related to NCAA business and additional national meetings and conventions.
- C. Is responsible for arrangements at NCAA Conventions such as meeting sites, meals, and other facility needs.
- D. Upholds the NEAC Constitution and By-Laws in all business related matters.
- E. Responsible for assisting in the education of the membership related to legislative issues, forms, applications, revisions, waivers, membership services and associated NCAA Division III issues.
- F. Issues interpretations of the NEAC and NCAA rules and regulations.
- G. Is familiar with NCAA Division III Manual and related regulations.
Responsible for the formation and function of the NEAC Student Athlete Advisory Committee as per NCAA requirements.



SECTION III - Sports Information

- A. Develops and maintains NEAC web site to include member information, sport standings, statistics, results, relevant releases and links.
- B. Develops and implements reporting protocol with member Sports Information Directors.
- C. Issues media releases related to NEAC championships, awards, member information and additional highlights.
- D. Prepares and distributes information on NEAC events, meetings, sports information, and related business to members.
- E. Is responsible for reporting NEAC sports information to the NCAA and additional sport specific sites (i.e. DIII Hoops, DIII News, NSCAA, AVCA, ITA, Golfstat, baseball, softball etc).
- F. Develops annual sport and championship summary to include each sport final standings, championship results, individual statistical rankings and awards recipients.
- G. Maintains a complete record of all athletic competition between conference members, including conference records in each sport.
 - 1. Coordinates distribution of championship results with sports information directors of host institutions.
 - 2. Distributes summary of individual and team statistics to sports information directors.
 - 3. Selects and develops computer software in support of these functions.

SECTION IV - Public Relations

- A. Coordinates public relations functions of the NEAC in conjunction with institutional sports information directors. This may include the publishing of a NEAC brochure and suggested promotional items.
- B. Assures preparation of championship event programs with sports information directors at host sites.
- C. Prepares annual report and presents at the annual NEAC meeting.

SECTION V - Budget and Financial Matters

- A. Works with Executive Committee Treasurer in the preparation of the annual budget for approval by Athletics Directors.
- B. Works with the Executive Committee to review and finalize budget proposals.
- C. Prepares detailed summary report of expenditures to date for specified NEAC meetings.
- D. Oversees Executive Committee Treasurer in the management of the budget.
- E. Responsible for filing taxes and returns.
- F. Submits grant requests to the NCAA on behalf of the conference.

SECTION VI – Fundraising

- A. Works with member institutions to identify and develop relationships with potential merchants and corporate sponsors.
- B. Develops long range plan to secure donors and/or sponsors to assist in the fiscal support and operations of championships and related awards and entertainment.



SECTION VII - Office Operations

- A. Oversees office computer operations, networking and correspondence.
- B. Coordinates the development of appropriate software to linking the member institutions and the conference office.
- C. Is responsible for all physical properties of the conference.
- D. Responsible for additional conference support staff as proposed in future development.

SECTION VIII - Championships

- A. Coordinates all Conference championships.
- B. Presents all awards at championships.
- C. Distributes awards not presented at championships in a timely fashion.
- D. Responsible for purchasing, issuing and maintaining awards.

SECTION IX - Manual and Documentation

- A. Compiles, revises, prints and distributes NEAC Constitution, By Laws and Manuals to the President's Council, Executive Committee and administrative delegates at member institutions.
- B. Manual will include:
 - 1. NEAC Mission Statement
 - 2. History
 - 3. Sportsmanship Statement
 - 4. Constitution
 - 5. By Laws
 - 6. Organization
 - 7. Sports Procedures Manual
 - 8. Policies and Procedures
 - 9. Championship Sports
 - 10. Committee Rosters
 - 11. Directory
 - 12. Championships Dates and Sites (three year calendar)
 - 13. Meetings Calendar
 - 14. Member Travel Chart

SECTION X - Sports Codes

- A. Responsible for the education, updating and administration of NEAC Sports Codes.
- B. Is familiar with NCAA and related association sport rules changes.
- C. Develops, legislates and oversees detailed sport specific regulations and protocol.

SECTION XI - Scheduling

- A. Develops and proposes schedules for NEAC regular season competition and championships for approval by Athletics Directors.
- B. Maintains and updates a three (3) year master schedule of regular season competition and championships.
- C. Coordinates changes to schedules and distributes changes to members and media.

SECTION XII - Additional

- A. Performs other duties as assigned by the President's Council and/or the Executive Committee.



NORTH EASTERN ATHLETIC CONFERENCE

Bylaws

APPENDIX M

Conflict of Interest Policy for NEAC Personnel

1. Scope

The conflict of interest policy applies to NEAC personnel including the commissioner and any hired personnel, and each athletic director, president, and officer from each member of the North Eastern Athletic Conference (NEAC). The purpose of this policy is to prevent the personal interest of NEAC personnel from interfering with the performance of their duties to the NEAC, or result in personal financial, professional, or political gain at the expense of the NEAC or its members, supporters, and other stakeholders.

2. Fiduciary Responsibilities

In business relationships or in relationships wherein there may be a potential for conflict of interest or the appearance of impropriety, NEAC personnel have an obligation to protect and promote the best interests of the NEAC, therefore all decisions of NEAC personnel are to be made on the basis of a desire to promote the best interests of the organization and the public good. The organization's integrity must be protected and advanced at all times.

NEAC personnel are inevitably involved in the affairs of other institutions and organizations. An effective NEAC cannot consist of individuals entirely free from the least perceived conflict of interest. Although most potential conflicts are and will be deemed inconsequential, it is everyone's responsibility to ensure that the NEAC is made aware of situations that involve personal, familial, or business relationships that could create conflicts between their interests and the interests of the NEAC.

Thus, NEAC requires each member to annually (1) review this policy; (2) disclose any possible personal, familial, or business relationship that could give rise to a conflict of interest or the appearance of a conflict of interest; and (3) acknowledge by his/her signature that he/she is in accordance with the letter and spirit of this policy.

3. Disclosure

NEAC personnel are required to disclose those business relationships, or other relationships involving substantial benefit, that he/she maintains with organizations that do business with the NEAC or otherwise could be construed to potentially affect the person's independent, unbiased judgment. In the event you are uncertain as to the appropriateness of listing a particular relationship, the Commissioner and/or the Chair of the Presidents Council should be consulted. They, in turn, may elect to consult with legal counsel, the Executive Committee, or the Presidents Council, in executive session. Such information, including information provided on this form, shall be held in confidence except when, after consultation with you, disclosure is appropriate.



4. Definitions

Family Member is a spouse, parents, siblings, children, or any other relative who resides in your household.

Business Relationship is one in which you or a member of your family serves as an officer, director, employee, partner, trustee, or controlling stockholder of an organization that does business with the NEAC. *Substantial*

Benefit is when you or a family member (1) are the actual or beneficial owner of more than 5 percent of the voting stock or controlling interest of an organization that does business with

the NEAC, or (2) have other direct or indirect dealings with such an organization from which you or a family member benefit directly, indirectly, or potentially from cash or property receipts totaling \$1,000 or more annually.

5. Restraint on Participation

NEAC personnel who have declared or been found to have a conflict of interest shall refrain from participating in consideration of proposed transactions, unless for special reasons the board or administration requests information or interpretation. Those NEAC personnel with conflicts or a relationship which may produce an appearance of impropriety shall not vote, participate in discussions, or be in attendance at the time of vote.



Conflict of Interest Policy – Disclosure Form

Please respond to the following questions to the best of your knowledge, using additional sheets, if needed.

1. Please list all sports related corporations, partnerships, associations or other organizations of which you are an officer, director, trustee, partner, or employee, and describe your affiliation with each entity.
2. Please list all sports related corporations, partnerships, or other entities in which you have a material financial interest as defined in the policy.
3. Please list all business dealings that you, your family members, and/or entities listed in paragraphs 1–2 above have had with the NEAC in the past year.
4. Please list any proposed business dealings between the NEAC and you, your family members, and/or entities listed in paragraphs 1–2 above. Describe each such relationship listed and the actual and potential financial benefits as you can best estimate them.
5. Are you aware of any other relationships, arrangements, transactions, or matters which could create a conflict of interest or the appearance of conflict? If so, please describe.

I certify that the forgoing information is true and complete to the best of my knowledge, information, and belief and shall immediately report in any circumstances or situations which arise in the future that might place me in violation of these policy statements.

Signature

Printed Name

Date