

# OPERATING CODE OF THE BIG SKY CONFERENCE

The Operating Code of the Conference consists of directives as well as commitments of a contractual nature between member institutions, and all procedures and prohibitions of the Conference.

## **ARTICLE I      RECOGNIZED SPORTS**

### **Section 1.      Required Core Sports**

Each core member institution is required to participate in all of the following core sports:

Women:      basketball, cross country, golf, indoor track and field, outdoor track and field, tennis, volleyball.

Men:          basketball, cross country, football, indoor track and field, outdoor track and field, tennis.

To meet the core sport participation requirements, each institution, in the core sports listed above, must participate in the minimum number of regular season competitions (in compliance with NCAA divisional sport scheduling requirements) with the minimum number of participants as specified to meet the NCAA Division I membership requirements. An institution applying for a NCAA waiver of any sport sponsorship-related bylaw must also apply for a waiver from the Big Sky Conference's Presidents' Council if a Big Sky Conference core sport is involved. Failure to meet the above requirements without a waiver granted by the Presidents' Council is a violation that must be reported to the Conference's Ethical Conduct and Violations Committee. Finally, each institution is required to participate in each core sport championship.

In addition to the Big Sky core sport requirements listed above, each institution is required to meet the NCAA's minimum sport sponsorship requirements for total number of sports sponsored (i.e., sponsor a minimum of either seven sports for men and seven sports for women or six sports for men and eight sports for women.).

### **Section 2.      Sponsored Sports**

- A. Any sport sponsored by the Big Sky Conference and participated in on an intercollegiate basis shall be subject to all rules and regulations set forth in this Operating Code.
- B. Any student-athlete competing in non-Big Sky sports shall be required to meet all Big Sky Conference academic standards.

### **Section 3.      Dropping Sports**

- A. Required Sports: In exceptional cases, a core member institution may be permitted to forego competition in a particular sport upon a two-thirds majority vote of the Presidents' Council. Annual review of each such case is also required.
- B. Other Recognized Sports: Member institutions may drop sports in this category; however, should such action affect the Big Sky Conference sports championship's criteria, the minimum sports requirements for championships, the minimum number of championships required, or automatic qualification for national championships, it is imperative that formal discussions occur at a regularly scheduled Conference meeting prior to final institutional action. The Commissioner may initiate such discussions.

### **Section 4.      Member Participation**

A Conference institution may not participate as a member in any other conference in a sport recognized and sponsored by the Big Sky Conference.

**Section 5. Varsity Competition**

Any intercollegiate competition shall count as a year of varsity competition. (Refer to NCAA Bylaws)

**Section 6. Rules for Conducting Competition**

Playing rules and conditions for all sports shall be governed as set forth in the Sports Policies.

**Section 7. Championships**

Championships shall be conducted in each of the sponsored sports if a minimum of **six** member institutions participate in that sport. A minimum of six Conference championships in men's and women's sports are required to meet the NCAA automatic qualification criteria.

Playing rules and conditions for all Conference championships shall be governed as set forth in the Championship Policies.

**ARTICLE II RULES OF ELIGIBILITY**

The Conference shall follow NCAA eligibility requirements, including the NCAA progressive GPA requirements.

Any student-athlete representing a member institution in any athletic contest must comply with the following eligibility rules. If a student-athlete competes while not in compliance with the NCAA academic standards, the institution must declare the student-athlete ineligible, self-report a violation of NCAA Bylaws, and seek restoration of eligibility from the NCAA.

**Section 1. Intra-Conference Transfer Rule**

- A. In all Big Sky Championship Sports, a student-athlete who receives athletically-related financial aid and transfers directly to another Big Sky Conference member institution must fulfill a residence requirement of one full academic year (two full semesters or three full quarters excluding summer term) before competing. During that period the student-athlete shall not be offered, provided or have arranged directly or indirectly any earned or unearned athletically-related financial aid.

A recruited non-qualifier, although not receiving athletically related aid, is bound by this provision unless released in writing by the Athletic Director of the previous institution.

- B. On written petition from the student-athlete clearly explaining all extenuating circumstances and hardships, the Eligibility Committee may waive the year in residency requirement and/or financial aid restriction for an Intra-Conference transfer.

**Section 2. Status**

All student-athletes must be certified as eligible by the Faculty Athletics Representative of the institution. Full and complete data must be included on the eligibility certificate for all student-athletes new to fall sports programs who desire to participate in Spring practice.

**Section 3. Registration and Attendance**

- A. The student-athlete must be attending a full-time, on-campus course of study by the 10<sup>th</sup> institutional instructional day of the term in which competition occurs.
- B. Admission standards shall apply to all students.
- C. All student admission procedures shall be handled by the regular admissions officers or Committees of the institution.

Section 4. **Residence**

A student-athlete shall be considered a resident at a collegiate institution when the Registrar or Admissions Officer certifies that the student-athlete was officially registered and enrolled at said institution on the opening day of classes in any term, or the student-athlete attended a class or classes in any term, or the Athletic Director certified that the student-athlete reported on call for the regular uniformed practice prior to the beginning of any term, summer session excluded.

Section 5. **Enrollment Requirements**

1. Student-athletes are required to be enrolled in a minimum of 12 credit hours during each term in which they practice or compete. Dropping below 12 credit hours during any term may jeopardize financial aid.
2. Exception, Final Semester/Quarter. A student-athlete with athletics eligibility remaining may participate in practice and competition while enrolled in less than a minimum full-time program of studies, provided the student-athlete is enrolled in the final semester or quarter of the baccalaureate program and the institution certifies that the student-athlete is carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution.
3. A student-athlete may compete while enrolled in a full-time graduate program as defined by the institution, but in any event not fewer than eight hours.

Section 6. **Academic Requirements**

- A. The Conference shall follow NCAA eligibility requirements referenced in Bylaw 14.

Section 7. **Rules and Regulations Related to Student-Athletes**

**The Big Sky Conference will make all rules and regulations related to student-athletes available on its website. Schools may supply the link to the website to student-athletes or distribute the information in any way it deems appropriate.**

Section 8. **Eligibility Rule Change**

No change in an eligibility rule may be made unless it is discussed at a regular meeting and voted on no sooner than at the next regular meeting. Such rule changes shall be retroactive if less restrictive.

Section 9. **Official Interpretation**

In cases requiring clarification of rules, the Commissioner shall have jurisdiction, and shall report the decision in writing immediately to the Conference members. The Commissioner shall confer with the Eligibility Committee on matters pertaining to eligibility.

**ARTICLE III** **FINANCIAL AID TO ATHLETES**

Refer to NCAA Manual.

Section 1. **Grants-In-Aid**

- A. The full grant-in-aid (FGE) is financial aid that consists of tuition and fees, room and board and required course-related books.
- B. Big Sky Conference Financial Aid Limitations: Financial aid will be administered and distributed within the guidelines of NCAA Manual, Bylaws 14 and 15.

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- C. Athletic aid is not to be granted for night school, extension, or correspondence courses unless the institution considers enrollment in such courses as regular course enrollment for all students.
- D. Except for students attending a summer orientation program, a student-athlete shall not receive athletically-related financial aid to attend the institution's summer term or summer school unless the student-athlete received athletically-related aid during the previous academic year. Further, such aid may be awarded only in proportion to the amount of athletically-related financial aid received by the student-athlete during the previous academic year.

### Section 2. **Eligibility for Aid**

- A. Refer to NCAA Manual, Bylaws, and Big Sky Code Appendix Index.
- B. Student-athletes who are not in compliance with II-6-D may have their aid cancelled at the discretion of the institution. (Freshmen are exempt from provisions of II-6-D for financial aid purposes.)
- C. All student-athletes must be enrolled full time as defined by the institution at which they are enrolled, but carry not less than ten credit hours in any term that does not fulfill the exceptions listed below. Enrollment in less than 12 credit hours in any term may jeopardize financial aid. (Refer to NCAA Manual Bylaws)
  - (1) Exceptions to Full-Time Enrollment
    - (a) A student-athlete with athletics eligibility remaining may participate in practice and competition while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of the baccalaureate program and the institution certifies that the student-athlete is carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution.
    - (b) A student-athlete may compete while enrolled in a full-time graduate program as defined by the institution, but in any event not fewer than eight hours.
- D. Those student-athletes fulfilling a year of residence under the Intra-Conference Transfer Rule shall not receive, directly or indirectly, any earned or unearned athletically-related financial aid. (See ARTICLE II, Section 1-A. Intra-Conference Transfer Rule)

## **ARTICLE IV RECRUITING**

### Section 1. **Recruiting Practices**

All recruiting practices shall conform with rules as stated in NCAA Manual.

### Section 2. **National Letter of Intent**

The Big Sky Conference shall abide by the National Letter of Intent. The same provisions and restrictions will apply between Conference institutions. (Refer to Appendix Index.)

## **ARTICLE V VIOLATIONS, PROTESTS, DISCIPLINARY ACTION, AND REMEDIES**

### Section 1. **Reports and Investigations of Violations**

#### **NCAA Violations**

- A. The principle of institutional control and the Big Sky Conference require self-reporting of NCAA violations: Level I Violations are to be reported directly to the NCAA with a copy sent to the Conference office, while Level II Violations are submitted to the Conference

office, which submits an annual report to the NCAA on behalf of all member institutions. The Conference office will compile all violation reports into a summary for review by the Ethical Conduct and Violations Committee to determine trends and suggest possible remedies that can be taken as a conference.

- B. It is the duty of every institutional staff member or student-athlete to report to the Faculty Athletics Representative of their institution any suspected or known violation of the rules of the NCAA. If the Faculty Athletics Representative believes there is possible or probable merit in the complaint, he/she shall then prepare a self-report utilizing the Big Sky Conference Violation Reporting form. The Faculty Athletics Representative shall send the violation report to the President of the institution who shall forward Level I violations to the NCAA (with a copy to the Conference office), and Level II violations directly to the Conference office only.

### **Conference Code Violations**

- A. The principle of institutional control and the Big Sky Conference require members to self-report all violations of the Conference Code to the Conference office.
- B. It is the duty of every institutional staff member, coach and student-athlete to report to the Faculty Athletics Representative of their institution any suspected or known violation of the rules of the Big Sky Conference Code. If the Faculty Athletics Representative believes that a Code violation has occurred, they shall utilize the Big Sky Conference Violation Reporting form and submit it to the Conference office. All such violation reports shall be reviewed by the Ethical Conduct and Violations Committee for disposition.
  - (1) In cases where violations are admitted or of such nature that they are undeniable, the Commissioner may submit the facts to the Ethical Conduct and Violations Committee without further investigation.
  - (2) When one Conference institution alleges a Conference Code violation against another Conference member, the Faculty Athletics Representative of the alleging institution shall gather pertinent data to support the charge and send a copy to the Conference office. At the request of the Conference Commissioner, the Faculty Athletics Representative of the institution alleged to have a violation shall conduct a thorough investigation of the matter and send to the Commissioner a report which either verifies the allegations in a violation report or provides information that no violation occurred. If a violation occurred, the matter will be forwarded for action to the Ethical Conduct and Violations Committee.
  - (3) In cases of complaints made to the Commissioner from sources outside the Conference that the Commissioner believes may have validity, or in cases where the Commissioner has reason to suspect a Code violation, the Commissioner shall direct the institution to conduct a full investigation. The Faculty Athletics Representative shall prepare all pertinent data into a report and forward it to the Conference office. It shall place the case before the Ethical Conduct and Violations Committee at the next Conference meeting.
  - (4) Investigation of all alleged Big Sky Conference Code violations is the responsibility of each institution. The Ethical Conduct and Violations Committee shall consider only those violations reported to them by the Commissioner. The Commissioner will become involved in investigations of potential Code violations only upon direction from the Presidents' Council. The Ethical Conduct and Violations Committee may take action on Code violations by conference call between meetings if deemed necessary by the Commissioner.
- C. The Ethical Conduct and Violations Committee, after thorough consideration of any case, is to make a full report to the Faculty Athletics Representatives' Council with recommendations for disciplinary action or dismissal. No representative of the

institution charged with a violation shall vote in the decisions of the Ethical Conduct and Violations Committee, Faculty Athletics Representatives' Council or Presidents' Council.

**Section 2. Action Following Hearings**

**Penalties Except Suspension or Expulsion of a Member Institution**

- A. The Faculty Athletics Representatives' Council has the authority to impose any penalties and sanctions except suspension or expulsion of a member institution. After the evidence in a case has been considered, the Faculty Athletics Representatives' Council, by a two-thirds (2/3) vote of all members (with the institution charged with the violation not voting), may impose upon the institution charged with the violation a penalty or penalties to include: vote of censure, probation, or any specific penalty or penalties judged to be appropriate for the specific violation(s) and the duration of the penalty, if appropriate. Without the required two-thirds (2/3) vote, the Faculty Athletics Representatives' Council may hold that there is insufficient evidence to justify any disciplinary action against the accused institution.
- B. The Commissioner will monitor the institution's efforts to remedy the circumstances that caused the violation(s), if appropriate, and advise the Faculty Athletics Representatives' Council and the Presidents' Council when the institution has taken action to correct the factors causing the violations. If penalties are time-specific, they will be terminated at the conclusion of the specified period.
- C. The Chair of the Faculty Athletics Representatives' Council shall provide written notification of all actions taken by the Faculty Athletics Representatives' Council to the Conference Commissioner, the Chair of the Presidents' Council, and the President, Faculty Athletics Representative, and Athletic Director of the institution charged with violation. The action of the Faculty Athletics Representatives' Council becomes official when the President of the institution charged with the violation indicates that the decision will not be appealed and the institution will abide by the ruling handed down (or at the expiration of 30 days from the date of written notification of penalties if the institution has not responded).
- D. Any institution notified that the action of the Faculty Athletics Representatives' Council calls for censure, probation, or specific penalties may seek to appeal the action(s) within thirty (30) days of the date the institution was provided with written notification of the imposed penalties. A formal written request for appeal must be submitted to the Conference office by the President of the institution against which sanctions were imposed. The request to appeal the action by the Faculty Athletics Representatives' Council should specify the basis for the appeal and include relevant documentation and arguments. A majority vote of the Presidents' Council (with the institution appealing the penalties not voting) shall determine whether the request for an appeal hearing will be granted. If an appeal hearing takes place, a two thirds (2/3) vote of the Presidents' Council (with the institution appealing the penalties not voting) is required to sustain the appeal. The Presidents' Council may review all pertinent data, including the results of the investigation, the Ethical Conduct & Violations Committee report and recommendations, the Faculty Athletics Representatives' Council review, and arguments from the institution against which penalties were imposed. The action taken by the Presidents' Council shall be final.
- E. If the representative from the institution charged with the violation serves as the Chair of the Faculty Athletics Representatives' Council or the Presidents' Council, then all hearings involving that institution shall be chaired by the Vice-Chair.
- F. Any revenue derived from penalties imposed on a member institution will be received by the Conference office and set aside in the strategic reserve.

**Suspension or Expulsion of a Member Institution**

Action to suspend or expel a member institution from the Big Sky Conference must be passed by a unanimous affirmative vote of the Presidents' Council, with the institution charged with violation(s) not voting. In case of a unanimous vote for suspension, all athletic relations will be suspended between the member institutions of the Conference and the suspended member for one calendar year, beginning with the day on which suspension action becomes official. In case of a vote of expulsion from the Conference, the institution so disciplined may apply for re-admission to the Conference after expiration of one calendar year, in the same manner as any other non-member institution seeking admission.

### **Competition Involving An Ineligible Athlete**

In the event an ineligible student-athlete represents a Big Sky Conference member institution in any intercollegiate contest(s), Conference or non-conference, that institution shall immediately upon discovery of the violation report the violation to the Big Sky Conference office. The Conference office will review the violation and if it is determined that the violation is de minimis, or that it clearly fits into a category of violation with a defined category of remedy, the Conference office, with approval of the chair of the Ethical Conduct and Violations Committee, shall issue an immediate ruling. If the violation is not considered de minimis, or if there is not a clear precedent, the violation shall be submitted to the Ethical Conduct and Violations Committee for its review. It should be noted that this review may be expedited or conducted electronically when the ongoing conduct of the regular season or Conference championship may be affected by the outcome of the deliberations.

The Ethical Conduct and Violations Committee shall review the contemporaneous evidence of the violation and may take any of the following actions, which shall be advisory to the Presidents' Council: find the violation is de minimis and not deserving of a sanction; find the violation deserving of a sanction, which may include forfeiture, fine, suspension of coach and/or student-athlete from future competition, submission of a new or revised policy for comment and approval, and/or letter of reprimand.

In coming to a decision, the Committee shall take into consideration Committee precedents and to what degree the present violation was inadvertent, intentional and/or repetitive.

Forfeiture may involve either points scored by a student- athlete (in individual sports) or a win by the team. If the forfeit involves a Conference game(s), the forfeit shall count as a loss by the forfeiting team and a win by the opponent.

## **Section 3. Principles of Ethical Conduct**

It shall be a member institution's responsibility to apply and enforce the following principles:

- A. Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member may include, but is not limited to, the following:
  - (1) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA or Conference regulation when requested to do so by the individual's institution, the Conference or the NCAA.
  - (2) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete;
  - (3) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
  - (4) Knowingly furnishing the NCAA, the Conference, or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA or Conference regulation; or
  - (5) Receipt of benefits by an institutional staff member for facilitating or arranging a

meeting between a student-athlete and an agent, financial advisor, or representative of an agent, or advisor (e.g., "runner").

- B. Individuals employed by or associated with a member institution for the administration, conduct or coaching of intercollegiate athletics, shall deport themselves with honesty and good sporting behavior at all times, and shall stand for the honor and dignity of fair play and generally recognized high standards associated with wholesome competitive sports.
- C. Staff members of the athletics department and student-athletes shall not knowingly:
  - (1) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
  - (2) Solicit a bet on any intercollegiate team;
  - (3) Accept a bet on any team representing the institution;
  - (4) Solicit or accept a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value; or
  - (5) Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

*Note: Gambling regulations also apply to Conference office personnel.*

- D. The use of tobacco products is prohibited in all sports during practice and competition by student-athletes, coaches, athletic trainers, managers, game officials, and any other game personnel.
- E. Since the control of intercollegiate athletics rests with member institutions, it shall be the responsibility of the institution to investigate and report any incident that violates the principles of ethical conduct. If such action is not initiated by the member institution, it shall be the responsibility of the Commissioner and/or the Ethical Conduct & Violations Committee to take action regarding any incident that violates the principles of ethical conduct.

#### Section 4. **Institutional Support of Conference Programs**

- A. Support of Programs: Support by each member institution and its representatives of Big Sky Conference programs, regulations, and administrative and game officials is required as a condition of membership in the Big Sky Conference. This Section stipulates how that support must be demonstrated and what punitive action by the Conference may be anticipated by a member when there exists a lack of support or when Conference regulations are broken in a manner which dictates a Conference response other than through the formal enforcement procedures, e.g., timely action by Commissioner.
- B. Public Comment on Conference Programs and Institutional Personnel/Student-Athlete Conduct: Institutional personnel and student-athletes of Big Sky Conference institutions must remember at all times, even in the midst of the emotion of a game, that they are representatives of an institution of higher education, its administration, its student body, and faculty. Accordingly, they are expected to conduct themselves in a manner which will reflect credit on the institution and the Conference and create a collegiate atmosphere for Big Sky competition. The coach and other institutional personnel must be aware that they are examples to the student-athletes and other students and, consistent with their influence and visibility, must meet a particularly

high standard. The conduct of student-athletes, coaches and institutional personnel will be judged by that standard. Misconduct by institutional personnel or student-athletes will not be condoned and can result in immediate disciplinary action by the Conference. The term "misconduct" includes but is not limited to the following: any act of dishonesty, unsporting conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of competition or practice that discredits the event, intercollegiate athletics, or the Big Sky Conference. Proper conduct also is essential to crowd control, to which the Conference has assigned a high priority to assure that attendance at Big Sky Conference games is a safe and enjoyable experience.

"Institutional personnel" as used in this context, shall include all coaches, athletic department staff members, and other institutional employees.

C. Commissioner's Authority Regarding Misconduct/Timely Action

- (1) Immediate Action Required: The Commissioner has the authority to take immediate and discretionary action when:
  - (a) the misconduct is so inappropriate that immediate penalties should be imposed;
  - (b) in the event that timely action is needed to alleviate or control a situation which by its nature and possible effect threatens orderly administration or operation of the Conference or its programs and precludes the timetable of due process contained herein; or
  - (c) action is in the best interest of the Conference.

The actions of the Commissioner in such cases shall be final and binding and shall be reported to the Ethical Conduct & Violations Committee for further action if deemed necessary.

- (2) Other Situations: In cases where immediate action is not required, but where the Commissioner believes it is in the best interest of the Conference that action be taken to handle incidents of misconduct, the Commissioner shall report such incidents to the Ethical Conduct and Violations Committee for review and possible action. The Conference's normal hearing procedure shall be utilized in this event.

D. If any student-athlete commits a flagrant disqualifying foul other than fighting on the field of play or at the game site, or commits any other unsporting act, the Athletic Director of the offending member institution shall notify the Conference office immediately. Any student-athlete suspended from athletic activities for flagrant violations, other than fighting on field or court, shall be penalized as follows:

- (1) First Offense - Minimum of official reprimand.
- (2) Second Offense by Same Individual - Minimum of suspension for the next regularly scheduled game.
- (3) Third Offense by Same Individual - Suspension for the remainder of the season.

If necessary, the Commissioner shall conduct an investigation including a study of the game films, report of game officials, and any other available information. If, after reviewing the information available, the Commissioner determines the incident to be flagrant, the Commissioner may rule the player permanently

ineligible, ineligible for a fixed period, or may privately warn the student-athlete, the coach, and the institution, that if such conduct is repeated, the student-athlete will be ruled permanently ineligible and the penalty imposed publicly.

In sports where fighting is covered by its rule book, the officials shall take immediate action. In sports where fighting is not covered in the rule book, the action for flagrant, disqualifying fouls shall be followed.

The Commissioner shall have the authority to vacate reprimands and suspensions if films show such action is warranted. The Commissioner shall forward all such incidents to the Ethical Conduct and Violations Committee for their review.

## **ARTICLE VI** **CONFERENCE ADMINISTRATIVE REPORTS**

Section 1. A variety of NCAA and Conference reports and/or forms are required or suggested as a means of assurance for each institution that its athletic program is being conducted in a manner which complies with rules of the NCAA and Conference.

Section 2. **Responsibility For Transmission Of Reports**

The completion and timely transmission of all forms to the Conference office shall be the responsibility of the Athletic Director of each institution. Certain forms will be authenticated by the Athletic Director, or by the Registrar and Faculty Athletics Representative. In each case, the approved forms will indicate the institutional staff members who authenticated such reports to the Conference office.

## **ARTICLE VII** **AWARDS**

Section 1. **Conference Awards**

The Conference shall determine the awards to be given in each sport. The qualifications and types of awards are listed in the Awards Structure (see appendix index).

Section 2. **Scholar-Athlete Award**

Each year, the most outstanding female and male scholar-athlete from each institution shall be awarded the Big Sky Conference Scholar-Athlete Award. Each institution shall select the award winners and submit the following information to the Conference office: name and major, cumulative grade point average, the sport in which the student-athlete participated, and class in school. To be eligible for this award the student-athlete must have a minimum cumulative grade point average of 3.2 (on a 4.0 scale), be a member of the graduating class and/or have completed their last year of intercollegiate athletic eligibility, have completed at least two years of intercollegiate competition at the institution, and be a letter winner. Grade point averages shall not be released.

The Conference shall sponsor a Conference Honor Roll scroll which shall recognize all of the Big Sky Conference Scholar-Athletes. Each member institution shall receive a Conference Honor Roll scroll with the entire list of the Scholar-Athletes' names engraved.

Section 3. **Athlete of the Week Award**

In both men's and women's sports the Athlete of the Week Award is selected by the Conference office as an award for outstanding performance in each Conference sport. This award is not an All-Conference award. All student-athletes not under current suspension are eligible to be selected as Athlete of the Week, regardless of institutional probationary status. In the sports of cross country and indoor and outdoor track and field, an "Athlete of the Week" will be selected each week during the season that at least four institutions have competed.

In the sports of tennis and women's golf, an "Athlete of the Week" will be reflected each week during the season that at least one institution has competed.

#### Section 4. **All-Sports Awards & Presidents' Cup**

- A. Annual awards presented to the institution accumulating the most all-sports points during the year in men's and women's sports and academics. Points shall be awarded in the championship sports only.
- B. There shall be two (2) All-Sports Awards: one (1) for men's sports and one (1) for women's sports. In men's basketball, women's basketball, soccer, football, tennis and volleyball, the all-sports points shall be awarded on the basis of the regular season standings. In all other sports, all-sports points shall be awarded on the basis of Conference tournament/championship results.
- C. The Presidents' Cup: The Presidents' Cup is a combination of academic criteria and men's and women's all-sports points.
- D. Member institutions or teams not eligible to compete for the Conference championship in a particular sport will not be awarded any all-sports points in that sport.

Points for the awards shall be distributed as follows: (TBD) FALL 2012

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>
Football													
MBB													
WBB													
Volleyball													
M OT&F													
W OT&F													
M IT&F													
W IT&F													
M XC													
W XC													
M Tennis													
W Tennis													
W Golf 11													
W Soccer													
Softball 7													

- E. In the event of a tie between teams in games won and lost in the final Big Sky Conference standings, the points will be shared among the tied teams.

#### Section 5. **All-Conference Selection -- Cross Country, Indoor and Outdoor Track & Field**

- A. All-Conference designation in these sports is based upon place finish in the respective Big Sky Conference Championships:
  - Cross Country: top ten finishers
  - Indoor & Outdoor Track & Field: top three place finishers in each event, including relays
- B. Student-Athletes under current suspension are not eligible for nomination or selection.

Section 6. **All-Conference Selection – Golf**

- A. Utilizing the Golfstat Women's Players Standings, the Conference office will produce a first- and second-team All-Conference team, with each team consisting of five players. Results will be based on performance **through** the championship and will be released the week **after** the championship. Student-athletes must have competed in a minimum of 50% of their teams' tournaments for that year and must have competed as a scoring team member for 50% of the tournaments entered.

Player of the Year will be the top ranked player and Freshman of the Year will be the top ranked freshman (true or red shirt).

- B. Student-athletes under current suspension are not eligible for selection or nomination.

Section 7. **All-Conference Selection - All Other Sports**

- A. Head coaches in each sport will select that sport's All-Conference team. The Conference information personnel will issue a call for nominations at the conclusion of the regular season. Coaches will nominate their players and return the nominations to the Conference office. Ballots will be sent to each head coach and a telephone conference call will be scheduled. Votes will be tabulated by Conference office personnel and results will be released prior to post-season play or at a time chosen for maximum exposure. Coaches may not vote for their own student-athletes. Each sport will be permitted the number of special awards contained in the Award Summary in Appendix VI, such as Player of the Year, Freshman of the Year, etc. The number of such awards will not be increased without a vote of the Conference membership. Specific instructions for All-Conference selection in each sport will be sent to head coaches prior to the voting. Head coaches only may vote for All-Conference players. All-Conference selection in these sports shall be conducted in a manner to ensure maximum flexibility.

- B. Student-Athletes under current suspension are not eligible for nomination or selection.

Section 8. **Academic All-Conference**

Academic All-Conference selections will be made in all Big Sky Conference sports. Following the sports seasons in fall, winter and spring, each institution will be asked to provide to the Conference office a list of that season's student-athletes who qualify for the award, except for golf, which will name its all-academic team in the spring instead of the fall, when it completes its championship. Conference certificates will be sent to each recipient who qualifies by meeting the following standards:

- A. Must have participated in at least half of the team's competitions.
- B. Must have a (3.2) average (on a 4.0 scale) cumulative GPA at the conclusion of the most recently completed term.
- C. Transfer students must have completed at least one academic term at the current Big Sky Conference institution. The grade point average considered will be that earned at the Big Sky Conference institution.
- D. Freshmen are eligible after they have completed one term at the current Big Sky Conference institution.

Section 9. **Coaches of the Year**

Coaches of the Year in men's and women's sports shall be selected by means of a poll of the coaches conducted by the Conference office at the conclusion of regular season competition. Selections must be made prior to regional and national Coach of the Year selections. Coaches under current suspension are not eligible for nomination or selection as Coach of the

Year.

Section 10. **Championship Gifts**

Each participant in a Big Sky Conference Championship shall receive a memento supplied by the Conference office.

**ARTICLE VIII SPECIAL EVENTS**

Section 1. **Participation in Special Events**

The Conference gives automatic consent to member institutions for participation in NCAA and NIT events and foreign tours if such events have been certified by the Championships/ Competition Cabinet.

Section 2. **Post-Season Tournament Selections**

The Commissioner is to direct promotion of potential Conference nominees for post-season tournament selection. All pertinent information is to be channeled through the Conference office. The individual institution is to circulate and publicize data during the season and especially at the climax of the season. Proper NCAA Committees are to be supplied data by individual institutions during the season if they are potential selectees.

**ARTICLE IX MANAGEMENT REGULATIONS**

Section 1. **Conference Championship Expense**

- A. (1) The host institution shall retain all receipts and miscellaneous income from Conference championships in cross country, golf, indoor track, outdoor track, women's soccer, and tennis. The Conference office will provide trophies, medals and other awards.
- (2) For basketball and volleyball championships, the host institution shall pay all expenses for the championship event. The host institutions for these championships shall send a financial report to the Conference office.

Section 2. **Contracts for Sporting Events**

The Conference office will provide each institution with a Conference schedule in all team sports. Contracts will not be used for these sports.

Modifications of Conference schedules are permissible only if there is agreement between the Athletic Directors of the participating institutions and the change is approved by the Conference office. The Schedule Change Request Form must be signed by both Athletic Directors and the Conference Commissioner or his designee. Any changes must be provided to all concerned parties in writing, and sent to the Commissioner who will notify the appropriate Coordinator of Officials. (See Schedule Change Request Form Appendix VI.)

Event contracts may be used when scheduling Conference individual sports or those sports not sponsored by the Conference.

Non-performance in Conference sports may be subject to a financial penalty (Section 7, B (2)).

Section 3. **Conference Consent**

Conference consent is automatically granted to all Conference institutions to use excerpts of game or television tapes of Conference games for coaches and highlight shows.

Section 4. **Media Access for Interviews**

There shall be "closed" locker rooms for all Conference regular season and championship events. Equal access to all student-athletes for the purpose of interviews will be provided after a 10-minute cooling-off period following the conclusion of the event. Arrangements shall be made for interviews of student-athletes in a designated area through each institution's Sports Information Director.

Section 5. **Cheer Squads**

- A. All cheerleading squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors (AACCA). Neither the Big Sky Conference nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted, supervision of cheerleading squads, their activities, yells and stunts are solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure their compliance.
- B. Placement of cheer squads will be the responsibility of the host institution according to common practice. Exceptions must be approved by both competing institutions.

Section 6. **Video Boards**

Video boards shall be limited to the showing of one replay of each play at game speed only. If the display is in the line of sight of a free throw shooter or field goal kicker, the footage or camera work must not be of a distracting nature.

Section 7. **Discontinued & Interrupted Contests**

A. **Crowd Control & Game Management**

Whenever a game is interrupted because of events beyond the control of responsible administrative authorities, it shall be continued from the point of interruption unless the teams mutually agree otherwise. Crowd control shall be a home-management responsibility. Administrative personnel, coaches, players and game officials influence crowd behavior by their actions and attitudes. Coaches and players can assist in controlling crowd reactions by controlling their own reactions to the play of the game; game officials can materially aid in such situations by clearly and quickly signaling penalties. The following procedures have been adopted as they pertain to crowd control and Big Sky games.

- (1) Only as a last resort should a team be penalized for crowd behavior.
  - (a) If debris is thrown on the playing floor and the offender(s) can be identified as a certain team's follower(s), the offended team may be rewarded as defined under NCAA rules.
  - (b) If the offender(s) cannot be identified, the debris shall be removed, a warning

announcement given, and the game resumed.

- (c) If conditions prevail which prevent the game from being resumed, the referee shall direct both teams to return to their benches or dressing rooms until it is deemed appropriate and safe for the game to resume. In such cases, the following announcement will be made outlining the actions by the officials: "The game officials and the coaches and players of both teams have been directed by the Big Sky Conference to remain off the field/court until such time as order has been restored."
- (d) In all cases where the offender(s) can be identified, immediate ejection from the facility shall be made by home team management.
- (2) All reports or comments pertaining to officiating or home management responsibilities, in regard to crowd control and interruptions, shall be forwarded to the Conference office.
- (3) Inasmuch as crowd control is a home management responsibility, each institution should have and implement a plan of action to minimize the effect of crowd behavior on game administration.

**B. Postponement/Cancellations**

- (1) It is the responsibility of the visiting team to arrive on site with enough lead-time to start games on time. If inclement weather (or other unforeseen emergency) threatens the opportunity for safe departure and arrival on site, the following individuals must be notified without delay: both athletic directors and head coaches, Conference office liaison, supervisor of officials, and game officials. No game may be postponed or canceled without consultation with the Conference office. The Commissioner will assign a makeup date for any game which is postponed, or shall have the authority to cancel a game if there is no opportunity to play the contest. Under NCAA rules, a canceled contest shall be declared "no contest."
- (2) Although there are no guarantees for Conference games in the Big Sky Conference, the teams unable to travel to play a scheduled contest may be subject to a forfeit and a fine. This fine will not exceed \$10,000, as determined by the Commissioner. It is further understood that this fine is typically enforced when the visiting team failed to exhaust all means by which to travel in time to play the scheduled contest.

**C. Suspension of Games in Progress**

- (1) Temporary Suspension: The game officials may temporarily suspend the game when conditions warrant such action (electrical storms, power outages, riots, etc.). Teams will be sent to their benches and/or dressing rooms. In any event, all pertinent game information to include possession, down and distances (if football), score, penalties, and time remaining will be recorded by the officials and agreed to by each of the officials and head coaches prior to leaving the field. The game shall resume within one hour of the suspension either at the same site or a mutually agreed upon site, or the game shall be declared a permanently suspended contest.
- (2) Permanently Suspended Contests: The score at the time of the suspension will be considered the final score when any permanently suspended contest is 75% completed. In contests where there is less than 75% completed or there is 75% completed but the score is tied, these contests will be declared a tie. Home administration shall make every reasonable effort to restart the contest within the one-hour time period. The Commissioner shall have the authority to declare a contest a tie or completed should unusual circumstances warrant such a ruling.

Section 8. **Conference Travel**

There shall be a 450 mile limit under which air travel shall not be used for team travel within the Conference. Waivers of this policy may be granted in unique circumstances by the Commissioner.

**ARTICLE X RADIO, TELEVISION, VIDEO STREAMING AND POST-SEASON GAMES**

Section 1. **Radio**

- A. Member institutions shall designate their official radio station(s) and inform the Conference office no later than September 1 of each year.
  - (1) A visiting team's radio station shall not be charged for the installation of a phone line for its use. It shall be charged only for the cost of its calls, when applicable.
- B. Media Time Out Format  
The Big Sky Conference shall use the media format adopted by the NCAA.

Section 2. **Television**

A. Live Broadcasts of Non-Conference Athletic Contests

The member institution participating in a non-conference athletic contest shall award the rights for a local television broadcast and shall negotiate and retain the rights fees.

B. Media Time-Out Format

The Big Sky Conference shall use the media format adopted by the NCAA.

C. Live Broadcasts of Conference Athletic Contests

- (1) The rights to all live Conference games (games involving two Conference institutions) shall be the property of the Conference, to be administered by the Media and Technology Committee. This shall include the rights to all "new media" forms of distribution, including but not limited to video streaming.
- (2) The Media and Technology Committee shall negotiate all rights fees.
- (3) The Commissioner shall award the rights, for a period not to exceed two years, for television broadcasts of Conference athletic contests and shall negotiate the rights fees, subject to approval by the Media and Technology Committee.
- (4) Each member institution may award a right-of-last-offer to a local television station. The member institution shall inform the Conference office of its selection, in writing, no later than March 1 of each year.
- (5) The Conference shall request bids, which must be submitted by April 1. The Commissioner may choose to accept late bids, subject to the approval of the Media and Technology Committee.
- (6) The Commissioner shall inform the Athletic Director of a member institution if the station with a right-of-last-offer did not submit the high bid. The station with a right-of-last-offer will be given the option of matching the high bid and receiving the rights, provided that station's initial bid was at least 75% of the high bid.
- (7) All rights fees for live broadcasts of Conference athletic contests shall be remitted to the Conference office by May 31. The Conference office shall distribute the fees as follows:

60% to the host institution

35% to the visiting institution

5% to the Conference

The Conference share shall be used to defray expenses of the Media and Technology Committee. Funds in excess of the required amount shall be distributed in equal shares to the member institutions.

- (8) The Conference shall assign a "red hat" for each live broadcast of a Conference football game and a television liaison for each live broadcast of a basketball game. The originating station shall pay \$100 for these services.
- (9) The Media and Technology Committee must obtain the expressed prior written consent of the Athletic Director(s) of the institution whose game is to be televised if:
  - (a) A local telecast is to be in the same market as the game (i.e., a Portland State University home game is to be televised in Portland -- the Portland State University Athletic Director must give consent). A local telecast is a telecast that is not regional or national. A statewide telecast will be considered a local telecast.
  - (b) The telecast involves material modifications of agreed upon terms surrounding the contests including, but not limited to, scheduled dates and times.

**D. Live Broadcasts of Conference Championships**

The Commissioner shall award the rights for television broadcasts of Conference championships and shall negotiate the rights fees, subject to approval by the Media and Technology Committee. The rights fees are part of the revenue of a tournament or championship.

**E. Delayed Telecasts of Athletic Contests**

- (1) Each Conference institution shall award the rights and negotiate and retain the rights fees for a local delayed telecast of an athletics contest in which the institution participates.
- (2) Delayed telecasts shall not begin prior to 10:30 p.m. on the day of the contest.
- (3) A football game is presumed to be four (4) hours in length; a basketball game is presumed to be two (2) hours in length.

**Section 3. Video Streaming**

- A. The minimum technical standards for video streamed broadcasts on BigSkyTV.org include:
  - (1) Two (2) Digital Video Camcorders (minimum two-chip processor)
  - (2) One (1) switcher
- B. All games and matches shall feature at least one (1) high court or field shot and one (1) alternate shot.
- C. All football and men's and women's basketball games shall have home audio, and all volleyball games shall have at least public address input. All audio must be fed directly into the switcher device from the original source.

- D. In the event of technical issues preventing a broadcast, the host institution must upload the game via alternate means (e.g., DVD player, computer file) to BigSkyTV.org by Noon the following day.

**Section 4. Revenue from Preseason and Postseason Championship and Tournaments**

- A. Net revenue from the Big Sky Conference Basketball Championship, NCAA championships, and other preseason and postseason playoffs and tournaments must be distributed to the individual member institutions within ninety (90) days of receipt. All net revenues derived from participation in any NIT shall be divided in equal shares and distributed to the eligible Conference institutions and the Conference office.
- B. The net revenues (after Conference share) of the NCAA Division I Basketball Tournament shall be distributed in equal shares to all eligible member institutions.

**ARTICLE XI OFFICIATING BUREAU**

**Section 1. Selection of Officials**

The Big Sky Conference shall operate its own Officiating Bureau in football, basketball and volleyball. Officials for other sports shall be selected by the host institution or assigning body.

**Section 2. Football, Basketball, Golf and Volleyball Officials**

The Coordinators of Officiating Services shall be responsible for selecting, assigning, training, and evaluating football, basketball, and volleyball officials for all games hosted by a Conference institution.

**Section 3. Conference Policies**

- A. Criteria for Selection and Assignment of Officials shall include, but not be limited to:
  - (1) Competence and dependability
  - (2) Evaluations
  - (3) Development of new officials
  - (4) Avoidance of overexposure at one institution
  - (5) Travel expense considerations
- B. Training and Evaluation of Officials
  - (1) The Conference shall cooperate with all attempts to nationally standardize rules, interpretations, and mechanics.
  - (2) The Conference shall train officials by conducting clinics and evaluating their performance at games.
  - (3) Constructive criticism in specific areas shall be solicited from coaches, qualified observers, and fellow officials. Official forms shall be used to rate officials' performance in individual games and over an entire season.
  - (4) When appropriate, mean ratings shall be reported to coaches and athletic directors.
- C. Relations among Officials, Coaches, News Media, and the Public
  - (1) The Athletic Director of the host institution is responsible for spectator behavior at

each event. The Commissioner shall suggest remedies if inappropriate spectator behavior persists.

- (2) Conference institutions shall provide adequate and suitably located dressing rooms for officials in all sports. It should be possible for officials to access their dressing room without mingling with spectators or the competing teams. The host institution shall provide a security escort for officials to and from court and locker room, including at the conclusion of the game and to their automobile.
- (3) The officials' dressing room must be kept locked during the contest. No unauthorized access is allowed before, during, or after the contest.
- (4) At public gatherings or with representatives of the news media, officials shall not discuss incidents having to do with their performance.
- (5) Coaches shall not criticize officials at public gatherings or in the presence of representatives of the news media. Head coaches and athletic directors may communicate questions and constructive criticisms to the Coordinators of Officiating Services who shall review game videotape and respond. Information provided by the Coordinators of Officiating Services is confidential and must not be shared with representatives of the news media. This prohibition extends to critical comments about officiating during news conferences and television shows. A coach who criticizes officials in public shall receive a letter of reprimand from the Conference plus automatic suspension for the next scheduled game. These regulations apply to all games, including non-conference and postseason contests.
- (6) Institutional press releases shall contain no statements that refer to the quality of officiating. Schools shall not publish the names of officials in official game programs.
- (7) No institutional representative is allowed to communicate directly with an official to raise questions or register complaints about that official's performance, and no official is allowed to respond directly to a coach or other institutional representative.
- (8) The Conference office may choose to use videotape of controversial incidents at clinics and may request officials to review videotapes of games they have worked.
- (9) The conduct of coaches and other institutional representatives toward officials shall be above reproach. The Commissioner shall take appropriate action if it is not.
- (10) Once a season has begun, the Conference shall consider a request to change officials' assignments only in exceptional circumstances.
- (11) The Conference shall adopt no policy that would allow an institution to "blackball" an official.
- (12) The above-mentioned policies regarding public criticism of officials are to be followed for all contests, both Conference and non-Conference.

#### Section 4. **Assignment, Fees, Travel Allowances, and Per Diem**

- A. The per diem allowance for Big Sky Conference officials shall be \$175.00. Per diem shall be paid only when the distance traveled exceeds 150 miles one way. Two days' per diem may be provided if surface travel exceeds 300 miles one way. The Conference office may approve an additional half or full day of per diem allowance when travel arrangements warrant.
- B. The travel expense allowance for officials shall be \$0.38 per mile or round trip airfare at the best available rate.

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- C. The Conference office shall select and assign officials for Big Sky Conference basketball and volleyball championship contests. Officials' travel allowances and per diem as well as game fee will be paid by the Conference office for all Championships. These expenses are shared equally by all conference institutions that participate in that sport.
- D. The Conference office shall reimburse the host institution's costs for official's travel expenses, per diem, and fees for the Championships in Track and Field and Golf. The institutions shall deposit monies with the Conference for these expenses. Payments must be received by the Conference office before August 1.
- E. In the sports of football, basketball, and volleyball, the Conference office shall be responsible for the payment of officials' travel, per diem and game fees for all regular season home contests. (Unless the game contract makes clear the officials assignment is not the responsibility of the Big Sky Conference). The institutions shall deposit monies with the Conference for these expenses. Payments must be received by August 1. Institutions shall pay directly all of the game fees and officials' expenses for regular season contests in sports other than football, basketball, and volleyball.
- F. When an official has started to travel to the site of a Big Sky Conference game to which he or she has been assigned and is unable to arrive due to circumstances beyond his or her control, the Conference shall pay the travel expenses (but not the game fee) from Conference funds. The host institution shall pay the game fee for the substitute official. If a game is cancelled or postponed early enough to alert the officials before beginning their travel to the site, game fees will not be paid and per diem and travel (i.e. airline ticket) shall be returned to the Conference office. If already en route to Big Sky Conference game, or at site, game fees shall be paid by the host institution. If a game is rescheduled, the Conference office will make every effort to assign the same officials. If not possible, the host institution is responsible for the game fee(s) of replacement and original officials.
- G. The Conference office shall organize football officials into crews and assign crews for all games. Each crew will consist of seven (7) officials. The game fee shall be:

Year	Base/Referee
2012	\$530 / 560
2013	\$545 / 575

*Note: One game fee shall be paid per crew per scrimmage.*

- H. The game fee for basketball officials shall be:

Base \$800.00 (12-13)

**2012-13, Conference will utilize the \$850 (\$2550/game) fee for budget, and move base to \$800, again utilizing remaining funds for a pool to pay bonus to those officials who commit to the 15+ games.**

- I. The match fee for volleyball officials shall be as follows:
  - Regular Season and Championship \$280 (12)
  - Lines Judges \$50 (12)
  - Conference Championship Line Judges \$50
- J. Guidelines for training and assigning volleyball line judges shall be established by the Women's Coordinator of Officiating Services. Institutions shall maintain pools of lines persons who have been selected and trained according to Conference guidelines. In case of emergency, officials and line judges may be replaced by the host institution.
- K. Officials and observers are entitled to two (2) complimentary admissions to all games they observe or officiate. Institutional personnel are responsible for distribution of these tickets.

## **ARTICLE XII LOCATION AND DATES OF CONFERENCE CHAMPIONSHIPS AND MEETINGS**

### **Section 1. Championship Events**

- A. The dates and sites of all championship events for the following year shall be reviewed and set by the Athletic Administrators at their Spring Meeting. (Refer to inside back cover.)
- B. If a member institution or other entity (e.g., visitor's bureau, country club) wishes to submit a bid to host a Conference championship, the bid should contain any associated fees, times facility available, area lodging options, travel options and cost, support staff plans and area weather conditions (if applicable). In addition, the following regulations apply:
  - (1). If a bid to host does not change the fundamental structure of the event (i.e., number of teams), it must be submitted two weeks prior to the Fall Meeting, and if approved must pass a final vote in the Spring meeting (i.e. undergo a two-meeting cycle).
  - (2). If a bid to host does seek to change the fundamental structure of the championship, it must be submitted two weeks prior to the Spring Meeting and undergo a three-meeting cycle, meaning it would not have final approval until the Spring Meeting one year later.

### **Section 2. Conference Meetings**

The dates and sites of Conference meetings for the following year shall be reviewed and set at the Spring Meeting of the Faculty Athletics Representatives and Athletic Administrators. (Refer to inside back cover.)

### **Section 3. Coaches Meetings**

- A. All head coaches shall meet annually at a time, place, and manner (the meeting may be a conference call) to be determined by the Commissioner. Participation by all head coaches in the annual meetings of men's and women's basketball, volleyball, and football shall be mandatory. Any institution whose head coach in the above sports does not participate will be assessed a fine of \$250.00 unless absence is excused by the Commissioner prior to the meeting.
- B. The Sports Information personnel shall meet annually in conjunction with the Big Sky Conference Football Kickoff or at the discretion of the Conference office.
- C. Procedure - Minutes of all coaches and Sports Information Directors meetings shall be made available promptly to the meeting participants by the Conference office.

### **Section 4. Conference-Wide Proposals**

Any Conference-wide proposals from private businesses are to be referred to the Conference office for screening and initial analysis prior to the meeting at which they are to be presented.

## **ARTICLE XIII CONFERENCE OPERATIONS**

### **Section 1. Order of Business**

The Order of Business at each Council Meeting shall be as follows:

- Call to Order
- Introductions
- Approval of Minutes
- Report of Chair

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Report of the Committees  
Miscellaneous Unfinished Business  
Action Agenda  
Discussion Agenda  
Other New Business

### Section 2. **Procedure & Agenda Items**

- A. Procedure shall be based upon *Roberts Rules of Order*.
- B. There shall be two agendas for each of these meetings: Joint Athletic Council, Faculty Athletics Representatives' Council, Conference Council, and Presidents' Council.
  - (1) Action Agenda: Shall consist of those items for which a specific change in legislation is proposed. To place an item on the Action Agenda, the proposal must be submitted to the Conference office with the following outlined: the specific changes that are proposed to the Big Sky Conference Constitution, Operating Code, Sports Policies or Championship Policies, the name of the institution, coaches, or other group proposing the change, the intent of the proposed change, and the effective date of the proposed change. Items for the Action Agenda must be submitted to the Conference two weeks prior to the Fall meeting and April 15 for the Spring Meeting. (Refer to Appendix Index)
  - (2) Discussion Agenda: Shall consist of those items that are informational in nature and for which no specific legislative proposal is anticipated. An item may be moved from the Discussion Agenda to the Action Agenda with unanimous approval of the appropriate Council.

### Section 3. **Finances**

Each Core member institution shall pay annual dues in the amount agreed upon by the Presidents' Council, currently \$30,000 annually.

An Affiliate member will pay annual dues of \$10,000 for one or two sports, and \$20,000 for any number of sports up to but not including those equal to Core membership. The Presidents may periodically make specific arrangements with an institution for payment of dues, other than what is stated herein.

### Section 4. **Travel**

- A. The Commissioner is authorized to approve travel and per diem expenses necessary for the conduct of official Conference business.
- B. The travel expense of all official Conference meetings called by Conference authority through the Conference office (including the Presidents' Council, the Faculty Athletics Representatives' Council, the Joint Athletic Administrators' Council) shall be at institutional expense.
- C. The travel and per diem expenses involved in Conference committee meetings called by Conference authority through the Conference office shall be paid by the Conference through Conference funds.
- D. All Conference travel approved by the Conference office shall be upon the following maximum basis:
  - (1) Coach airfare unless coach is unavailable, then first class airfare is authorized. Mileage will be paid at the current rate approved by the Presidents' Council.

- (2) Receipted room and miscellaneous expenses and the current per diem rate approved by the Presidents' Council.

**ARTICLE XIV** **NCAA REGULATIONS AND CONFERENCE OFFICE INTERPRETATIONS**

- A. The NCAA Rules and Regulations shall apply in any cases not herein listed.
- B. The same five (5) designees authorized to call the NCAA for interpretations are permitted to call the Conference office for interpretations. Those persons at each institution are:

Director of Athletics  
Senior Woman Administrator  
Faculty Athletics Representative  
Compliance Coordinator  
President