

**ByLaws**  
**of the**  
**Athletic Council**  
**at**  
**Northern Michigan University**  
**Marquette, MI**

**Revised 10/99; 12/06**

**BYLAWS OF THE ATHLETIC COUNCIL**  
**AT NORTHERN MICHIGAN UNIVERSITY**

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**FOREWORD**

The intercollegiate athletic program is an integral part, of the educational program at Northern Michigan University, and the student-athlete is an integral part of the student body. As such, the intercollegiate athletic program is subject to University direction and control.

Definitions:

1. Faculty Athletics Representative (FAR): FAR's provide oversight and advice in the administration of an institutional athletics program. The working relationship between the chief executive officer and the FAR is a critically important determinant of the effectiveness of the FAR in contributing to local control of the intercollegiate athletics program (See FAR Handbook). (NCAA, 2004, p. 12) The FAR will serve as the chair of the NMU Athletic Council and work in accordance with the established FAR Job Description as approved by the NMU President.

Business affecting the NMU Athletic Council will operate under proper parliamentary procedure according to Roberts Rules of Order. [\(INSERT HYPERLINK HERE\)](#)

**I. FUNCTIONS OF THE ATHLETIC COUNCIL**

The Athletic Council is advisory to the President of the University on matters pertaining to intercollegiate athletics. Final authority on changes of policy governing the operation of the intercollegiate athletic program rests with the President. The responsibilities of the Council are:

1. To insure that the intercollegiate athletic program is conducted in conformance with the philosophy, rules and regulations of Northern Michigan University and the rules and regulations of intercollegiate athletic conferences and organizations in which the University holds memberships. [\(See NMU Student Code, NMU Athletic Code, NCAA Division I/II Manuals\)](#). [INSERT HYPERLINKS TO THESE](#)
2. To establish institutional eligibility rules with presidential approval and insure that student-athletes conform with these rules and those established by national intercollegiate athletic organizations and conferences in which the University holds membership.
3. To approve all intercollegiate athletic schedules, taking into consideration the academic calendar of the University.
4. To review policies relating to student-athlete scholarships.

5. To approve recommendation for athletic awards and special athletic events. (See Guidelines for Athletic Awards and Special Athletic Events) [INSERT HYPERLINK TO THIS DOCUMENT](#)
6. To make recommendations regarding invitations to participate in post-season games or meets.
7. To appoint or elect members to Council standing committees each April and establish ad hoc committees as the need arises.
8. To advise on special problems related to the operation of the intercollegiate athletic program.
9. To review and provide suggestions for Athletic Council annual report prior to submission of the committees annual report to the President. FAR will draft initial report.  
FAR will submit annual committee report to the President prior to the end of each fiscal year.
10. To review the budget for intercollegiate athletics in order to ensure that the budget support the program in conformance with Athletic Program Policy, and to make recommendations regarding the budget to the president.
11. To review the recruitment and selection procedures for Athletic Department personnel to ensure the department is working in alignment with university established Human Resources policies and procedures  
  
The Athletic Council will not be responsible for the evaluation of personnel in the Intercollegiate Athletic Program.
12. To assist the FAR in conducting exit interviews of graduating or non-returning student-athletes.
13. Provide support to the university athletic department through attendance at scheduled athletic contests and events as schedules permit.
14. To participate on search committees for athletic department personnel.

## **II. MEMBERSHIP**

The Council shall consist of six ex officio members and twelve members appointed by the president. Ex officio members are non-voting members. The ex officio members are:

1. the Director of Athletics
2. the NCAA Compliance Officer
3. the Registrar or designee
4. the Sports Information Director
5. the Senior Woman Administrator
6. Director of Financial Aid or designee

The members appointed by the President and length of each appointment are:

1. (six) from the Instructional Faculty (3 years), one of which is the FAR
2. (four) from the University-at-large, including an external alumnus (who is preferably a former NMU student-athlete), a representative from ACAC, and a representative from Admissions (3 years)
3. two from the Student Body, one of which shall be the President of the Student Athlete Advisory Committee or designee; the other to be appointed by the current ASNMU president.

The Council chairperson/FAR shall be appointed by the University President from among the Instructional Faculty and shall serve for an indefinite term. The Chairperson of the council serves as the NCAA FAR. The FAR shall act in a manner and lead the Council in a manner that is consistent with the existing NMU FAR job description. (See FAR Job Description) (ADD HYPERLINK of Job Description of FAR)

The Council secretary shall be elected annually from among Council Members. Secretary may serve consecutive terms.

The expiration of the above indicated terms are staggered to provide continuity. All appointees may be reappointed for consecutive terms of office. This does not apply to the FAR, who may serve indefinitely upon Presidential approval.

### **III MEETINGS**

The council shall meet as determined by the Chairperson during the academic year. Special meetings may be called upon the written request of a simple majority of members of the Council. A quorum shall be a minimum of 5 council members. Full council meetings will occur at least once per month during the regular academic year. The Executive Committee (see IV – Committees) will meet a minimum of one time between scheduled full council meetings and additionally as needed. The Committee on Compliance and the Committee on Sportsmanship will meet on a schedule determined by the committees at the beginning of each academic year.

### **IV COMMITTEES OF THE ACADEMIC COUNCIL**

1. **Committee on Compliance**  
A standing committee on Compliance shall consist of
  - a. the FAR (chair)
  - b. Athletic Director
  - c. Financial Aid Director or designee
  - d. Admissions Representative
  - e. Athletic Compliance Officer
  - f. Registrar
  - g. General Counsel/EO Officer as needed

The primary function of this committee is to provide oversight and guidance to the university athletic department in the area of NCAA compliance as mandated in the NCAA Division I and II Manuals.

Responsibilities of this committee include, but are not limited to:

- a. regularly review issues of compliance that affect the university
- b. provide the university with recommendations for how compliance concerns can be addressed
- c. provide a written and verbal report to the regular Athletic Council meetings

Regular meetings of this committee will be determined at the start of each new academic year.

2. **The Executive/Budget Committee**

The Executive/Budget Committee shall consist of:

- a. FAR (chair)
- b. Athletic Director
- c. Council Secretary
- d. three council members as elected annually by the council.

The primary functions of this committee are to discuss and address issues pertaining to the functions of the Athletic Council and to review and provide recommendations on the budget of the NMU Athletic Department.

Responsibilities of this committee include, but are not limited to:

- a. setting the agenda for regular Athletic Council meetings
- b. soliciting, gathering, reviewing, and compiling reports from standing committees and various council members
- c. review the athletic department budget
- d. examining Athletic Council membership and soliciting new members as needed

Regular meetings of this committee will take place a minimum of one time between regular scheduled Athletic Council meetings.

3. **Committee on Sportsmanship**

The Committee on Sportsmanship shall consist of:

- a. the Athletic Director
- b. three members of the Athletic Council (appointed by Athletic Council Chair)
- c. three head coaches from the Department of Athletics (recommended by the Athletic Director and approved by the Executive Committee)

The primary function of this committee involves discussion and review of sportsmanship issues as they arise within the Department of Athletics.

Regular meetings of this committee will be determined at the start of each new academic year.

4. Ad hoc committees may be appointed by the chair as the need arises.

## References

NCAA. (2004). Faculty athletics representative handbook. NCAA: Indianapolis.

### Hyperlinks:

NMU Student Code

NMU Athletic Code

NCAA Division I Manual

NCAA Division II Manual

Guidelines for Athletic Awards and Special Athletic Events

FAR Handbook

NMU FAR Job Description