



- b. Please identify the conference staff member designated as the senior woman administrator.
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6. Member Institutions.

- Please complete FORM A and include as an attachment with your application.

7. Intercollegiate sports in which the conference conducts competition for men.

- Please complete FORM B and include as an attachment with your application.

8. Intercollegiate sports in which the conference conducts competition for women.

- Please complete FORM C and include as an attachment with your application.

Is your conference a Limited Liability Corporation or 501-c-3? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your conference conduct an annual audit? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your conference have a Presidents Council? Yes \_\_\_\_\_ No \_\_\_\_\_

Chancellors/Presidents Acknowledgment (FORM D).

By signing, each chancellor/president of an institution in your conference is attesting that the answers provided in this document are accurate and truthful. Further, by signing FORM D, the chancellors/presidents of each of these institutions are agreeing to abide by the bylaws of the conference including the paying of dues for conference membership.

**It is important to note that completion of this application form does not guarantee acceptance of your conference into Division II. The NCAA Division II Membership Committee has ultimate authority over conference membership.**

Commissioners acknowledgement.

By signing below the commissioner of the conference is attesting that the answers provided in this document are accurate and truthful. Further, by signing this document the commissioner of the conference is agreeing to abide by the bylaws of the conference including the paying of dues for conference membership.

**It is important to note that completion of this application form does not guarantee acceptance of your conference into Division II. The Membership Committee has ultimate authority over conference membership.**

Name of Conference Commissioner: \_\_\_\_\_

Signature of Conference Commissioner: \_\_\_\_\_

Please provide the following required documentation with your completed application:

1. Feasibility study conducted by the conference regarding Division II membership (as required in the minimum requirements document).
2. Current strategic plan for the conference that outlines its commitment to gender equity, diversity and inclusion.
3. Multiyear budget for the conference office from the most recent fiscal year, the upcoming fiscal year, and anticipated three to five-year period outlining the anticipated conference financial model.
4. Conference philosophy, mission statement, and current conference bylaws and constitution.
5. Complete conference organizational chart.
6. Information on how your conference office goals reflect the attributes of the NCAA Division II Strategic Positioning Platform.
7. Conference compliance manual.
8. Conference championships policies and procedures manuals. (e.g., format of championships, policies and procedures).
9. Process for automatic qualification in applicable sports.
10. Copy of the conference governance structure.
11. Development plan for creating conference student-athlete advisory committee (SAAC). Please include SAAC bylaws and/or policies and procedures for the duties of the conference SAAC. If a conference SAAC already exists, please detail the initiatives and activities conducted by the SAAC and provide SAAC bylaws and/or policies and procedures including a conference SAAC handbook if possible.
12. Demonstration of the conference's commitment to the academic success of student-athletes including the graduation rates of student-athletes in each sport from member institutions.
13. Community engagement efforts and game environment initiatives from institutions in the

conference over the past year. Include future plans for the conference in community engagement efforts and game environment initiatives.

14. Demonstration of a history of athletics success from varsity athletics programs by conference members.
15. A plan detailing the organization and operation of officials including the conference structure for officiating.
16. Current membership affiliation of each member institution in the proposed new conference.
17. Justification statement detailing why your conference seeks and should be accepted into Division II.

Additional questions (please attach as supplements to this application).

1. Describe the involvement and authority of the following individuals in your conference including involvement in governance operations, budgets and strategic direction:
  - a. Chancellors/presidents;
  - b. Directors of athletics;
  - c. Senior woman administrators;
  - d. Faculty athletics representatives; and
  - e. Compliance administrators.
2. Describe the process used for creating and maintaining the conference's strategic plan including the individuals involved in the process.
3. Describe how your conference initiates and supports systems and services for rules education and compliance including the monitoring of rules violations.
4. What support programs, initiatives and/or services does your conference have in place to support academic achievement by student-athletes?
5. Describe your conference's current initiatives that promote and protect student-athlete well-being.

Fees.

Pursuant to NCAA Constitution 3.2.1 (general), membership in the NCAA is available to colleges, universities, athletics conferences or associations and other groups that are related to intercollegiate athletics that have acceptable academic standards (e.g., the institution is accredited by one of the six regional accrediting agencies) and that are located in the United States, Mexico and Canada, its territories or possessions. Such institutions or organizations must accept and observe the principles set forth in the constitution and bylaws of the NCAA.

In accordance with Constitution 3.4.1.3, a conference of at least 10 active member institutions in the same geographical area must successfully complete all requirements of the conference membership process as determined by the NCAA Division II Membership Committee to obtain active conference member status in Division II.

The application fee of \$100,000 (\$10,000 per institution within the conference) shall accompany the application that is due not later than December 1, 2018.

**The committee has the authority to accept or not accept an application to become a Division II member conference.**

If the committee does not accept the application to enter the membership process, the \$100,000 application fee shall be refunded as determined by the committee.

Conferences are required to complete and submit the application by sending to the following NCAA staff member listed below. All documents required as part of the application must be uploaded in PDF format and be bookmarked. Please note the committee will review all documents.

The committee is in part guided by the principles noted in the NCAA Division II White Paper on strategic Membership Growth.

**Angela Red**

NCAA Academic and Membership Affairs

**OVERNIGHT DELIVERY**

1802 Alonzo Watford Sr. Drive

Indianapolis, Indiana 46202

**Telephone:** 317-917-6222









**FORM D: Chancellors/Presidents Acknowledgment**

President's Name \_\_\_\_\_ Signature \_\_\_\_\_

Name of School \_\_\_\_\_ Date \_\_\_\_\_

President's Name \_\_\_\_\_ Signature \_\_\_\_\_

Name of School \_\_\_\_\_ Date \_\_\_\_\_

President's Name \_\_\_\_\_ Signature \_\_\_\_\_

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Date \_\_\_\_\_