

Division III Amendment Procedures

Overview

1. All legislative proposals must be submitted either by fax or electronically using the legislative services database (LSDBi). To access the database, log on to the Association's Web site at www.ncaa.org. Click on "Rules and Eligibility," then "Legislative Services Database," and finally "Log-on." A log-in screen will appear. Enter the username ("member") and the password ("lsdbi"). Select "Proposals" and then choose "Amendment Submission" for Division III. Next, enter a valid institutional user name and password. This is the same user name and password institutions use to access and submit the NCAA Sports Sponsorship and Institutional Demographic forms. To verify a password or user name, select "Get Institution ID and Password." When the correct password and user name are entered, step-by-step instructions on submitting proposals can be accessed by clicking on one of the two question marks that appear at the bottom of the screen.
2. Amendments to NCAA bylaws affecting Division III may be submitted by eight or more active Division III member institutions or one active Division III member conference on behalf of eight of its members (NCAA Constitution 5.3).
3. The amendment must be submitted in the name of the institution by the chief executive officer or the chief executive officer's designated representative. Written notification must be made prior to the submission deadline of any other individual designated to assert sponsorship of a legislative proposal.
4. Only the first 20 sponsors from whom verification is received at the national office will be listed in the Official Notice for the Convention.

Procedures

1. The deadline for submitting legislative proposals is **5 p.m. Central time Tuesday, July 15th**. Amendments will be accepted either by mail or facsimile and should be submitted to the attention of the membership services staff. Facsimiles should be submitted using the membership services facsimile (317/917-6622).
2. The proper form, or copies thereof, must be used if submitting legislative proposals by mail or facsimile. A separate form or copy should be used for each amendment submitted.
3. There is a separate form to be used depending on whether submitting an amendment on behalf of a member institution or member conference.

4. A clear and concise statement of intent must be provided stating what the proposed amendment is designed to accomplish. The intent is not to be used to argue the merits of the proposal. [Constitution 5.3.12]
5. The submission should identify the specific legislative provision(s) to be amended based on either the 2002-03 or 2003-04 Division III Manual.
6. For amendments submitted by mail or facsimile, proposed changes in the current language of the legislation should be indicated by using *italics* for the wording to be deleted and **underlining** the wording to be added.
7. The minimum number of institutions that may sponsor a legislative proposal is **eight**. [Constitution 5.3.5.1-(b)]
8. All amendments become effective no earlier than the first day of August following adoption of the proposal at the Convention (i.e., August 1, 2004). However, a voting delegate may propose an immediate or alternative effective date to a proposal. Any legislation that has an effective date other than August 1, 2004, must include a statement of rationale for having such an effective date. Those amendments specified as effective immediately become effective after adjournment of the Convention. [Constitution 5.3.13]
9. All amendments sponsored by the membership must designate a primary contact person and include that contact person's address and telephone number. The designated contact person does not have to be from among the proposal's sponsors. [Constitution 5.3.5]
10. All amendments (except for resolutions) shall include a separate statement of rationale, **not to exceed 200 words in length**. The rationale statement may be used to argue the merits of the proposal. The sponsors shall make any changes in the rationale statement by the deadline for the sponsor-modification process (i.e. September 15). [Constitution 5.3.12]
11. The deadline for the submission of a resolution is November 1. Resolutions must be sponsored by a minimum of eight member institutions or a member conference on behalf of at least eight of its active members. It is not necessary to submit effective dates and statements of intent and rationale with resolutions; rather, such information should be reflected within the body of the resolution itself. [Constitution 5.4.2 and 5.4.2.4.2]
12. The NCAA Executive Committee or the NCAA Division III Presidents Council may require the sponsors of each proposed amendment or resolution that, if adopted, would result in significant expenditures from either the Association's budget and/or by member institutions, to provide written documentation of the estimated costs to the Association and/or the members. [Constitution 5.3.6.3.3 and 5.4.2.5.3]

13. Before they can be included on the agenda for the 2004 Convention, all legislative proposals sponsored by member institutions or conferences will be evaluated by the appropriate NCAA committee or Division III committee, as designated by the Division III Presidents Council. Such evaluation may involve a position of support or opposition and/or suggestion of an alternative proposal by the committee. Each appropriate NCAA committee or Division III committee has an obligation to review all proposals presented to it and to report the results of its review to the sponsors prior to October 7; however, committees will attempt to complete the review process in time for the sponsors to alter proposals by the September 15 sponsor-modification deadline. The position of the appropriate committee shall be printed with the relevant proposal in the Official Notice for the 2004 Convention. The committee position, if any, will not prevent the membership from voting on the proposal at the 2004 Convention, provided all submission deadlines have been met. [Constitution 5.3.8]

The legislative proposals in the Official Notice for the 2003 Convention provide members with examples of the desired format for amendments. To assist in the legislative process, the NCAA Division III Interpretations and Legislative Committee and the staff may edit legislative proposals. The legislative sponsors will be notified of edits as necessary. Properly submitted proposals, as edited, will appear in the Initial Publication of Proposed Legislation for the 2004 Convention.

Legislation in Division III is considered and approved through a traditional one-school, one-vote process at the annual Convention, which is held the second week of January. In this way, Division III institutions make their own rules, independent of the other two divisions.

Any questions regarding legislative procedures should be referred to Lynn Holzman, Director of Membership Services, or Leah Nilsson, Division III governance liaison, at the NCAA national office.

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