

ADMINISTRATION

1. The MCAA Fiscal Year is defined as July 1st through June 30th.
2. Dues and Entry Fees
 - A. Dues – The Treasurer will bill each Association member for dues annually. Dues and assessments are voted by the Association annually in conjunction with the organizational budget.
 - B. Sports Assessments: Sports Declaration Form will be issued by the Treasurer in December of the current fiscal year and will be due by February 15th of the same year. Upon review and acceptance of the report the Treasurer will bill each member college accordingly at the beginning of the fiscal year (July 1).
 - C. Entry Fees - Members hosting an Association Championship will state entry fee, if any, to be charged prior to acceptance of site by the legislative assembly.
3. The NJCAA eligibility form is to be used by members. If a member is not an NJCAA member then the required forms are to be filed with the Secretary for each sport in which the member participates.
4. Inquires pertaining to interpretation of regulations, or agreements must come through the administrative head of the college or the Athletic Director.
5. Changes in Constitutions and Agreements will be distributed by the Secretary when they have been adopted by the conference.
6. Conferences
 - A. If a sport dictates a need for Conference alignment the Legislative Assembly shall align within the following designated groups of members.

EASTERN

Alpena CC
 Delta College
 Henry Ford CC Grand Rapids CC
 Kirtland CC
 Macomb CC
 Mott CC
 Oakland CC
 St. Clair CCC
 Schoolcraft College
 Wayne CCCD

WESTERN

Ancilla College
 Glen Oaks CC

 Jackson CC
 Kalamazoo Valley CC
 Kellogg CC
 Lake Michigan College
 Lansing CC
 Muskegon CC

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- A. The executive committee can bring forth a proposal to separate from league designations within Administration Regulation 6. A. for a specific sport league membership with a 2/3 vote of the MCCA membership.
- 7. The MCCA adopted the NJCAA Code of Conduct on May 29, 1998 to be followed by all members. (The adopted code follows on the next two pages).
- 8. All members are responsible for providing their own training supplies, especially tape, used by their participants.
- 9. All MCCA teams must enter their statistics on the MCCA Website for their players to be eligible for All-Region, All-MCCA and All-Conference honors.
- 10. If a conference team forfeits a game, not due to an ineligible player, it will count in the Conference/MCCA standings but not the overall record.
- 11. Information such as directions to the site of contest, uniform color (for tournaments), and available eating and lodging establishments should be requested from the host school whenever necessary.

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MCCAA Budget Timeline

June: (summer mtg)

^Final approval of upcoming budget (2010-2011)

^Presentation of preliminary budget for upcoming fiscal year (i.e. June 2010 – preliminary budget for 2011- 2012 presented). Adjustments for assessment and due adjustments, assignor and/or official increases to be included.

June – August: open feedback to be brought forward and any adjustments made to the proposed budget to be forwarded to members 15 days prior to fall meeting.

September: (fall mtg)

^Draft of budget for following fiscal year (i.e. 2011-2011 budget), Director of officials, Independent contract proposals due.

^Financial Review presented by Finance Committee from previous fiscal year.

October – March:

Information gathering, requests for increasing rates, officials pay, salaries, dues/assessments to be forwarded to designated executive council member allowing time to prepare materials to be forwarded to membership 15 days prior to Spring meeting. Other necessary information for preliminary budget preparation should be brought forward to discussion and review during this timeframe.

March: (spring mtg)

^Approval of budget for following fiscal year (2011-12)

^Sport declarations due (moved up from summer)

April – June:

Make adjustments for final budget to be forwarded to membership 15 days prior to summer meeting for discussion along with draft of proposed following year budget