ARTICLE FOUR—Officers and Representatives

Officers of FARA. The officers of FARA will be:

- President,
- President-Elect,
- Immediate Past President,
- Division I Vice President,
- Division II Vice President,
- Division III Vice President, and
- Secretary.

The term of offices of President, President-Elect, and Immediate Past President shall be one year. Incumbents may not serve consecutive terms in these positions.

The term of office for Divisional VPs is one year. Vice-Presidents may stand for re-election to serve one additional term in office.

The term of office for Secretary is two years. Incumbents may stand for re-election to additional terms.

(a) Duties of Officers:

(1) President. The President is the chief executive officer of FARA and chairperson of the Executive Committee. He or she will be responsible for the agenda for the FARA Annual Meeting and Symposium, the FARA programming at the NCAA Convention, and planning and administering the affairs of FARA in a way that furthers the mission and purposes of the organization. He or she will, subject to the approval of the Executive Committee, make any appointments called for by these bylaws or other appointments considered necessary to conduct the affairs of FARA. The President will be a member of the Nominating Committee and serve as chair. At the conclusion of his or her term as President, he or she will assume the role of Immediate Past President. If for any reason the President is unable to continue in office, the President pro-tem, with the advice and consent of the Executive Committee, shall determine who will complete the term of the vacated Presidency.

(2) President-Elect. The President-Elect will serve as a general assistant to the President, carrying out such duties as the President may assign him or her. He or she will serve as a member of the Executive Committee and the Nominating Committee. He or she will serve as President Pro Tem in case of the President’s absence. At the conclusion of his or her term as President-Elect, he or she will assume the role of President.

(3) Divisional Vice Presidents. The Divisional Vice Presidents will have responsibility for planning FARA meetings based on recommendations of the President, President-Elect, and the Executive Committee. They will serve as members of the Executive Committee and represent the interests of their respective divisions in all aspects of their duties.

(4) Secretary. The Secretary shall be responsible for recording minutes of the FARA Executive Committee and business meetings, filing and preserving FARA’s official
records, assembling and coordinating materials for possible publication in the FARA Voice, and collecting and distributing biographical information on candidates for election to FARA positions. The Secretary will serve as a member of the Executive Committee.

(5) Immediate Past President. The Immediate Past President will serve as a member of the Executive Committee and the Nominating Committee. He or she will assist the President by performing duties assigned by the President. He or she will serve as President Pro Tem in case of the President and President-Elect’s absence or inability to serve.

(b) Duties of the Representatives

Divisional representatives – The divisional representatives will have responsibility for assisting their respective VP in planning the annual meeting and will serve as a member of the Executive Committee and represent interests of their respective division in all aspects of his/her duties.

ARTICLE FIVE—Executive Committee

(a) Composition. The Executive Committee will consist of seventeen voting members: the officers of FARA and ten other members. The ten additional members will consist of one from a Division I institution that is neither a Division I Football Bowl Subdivision or a Division I Football Championship Subdivision institution, two from Division I Football Bowl Subdivision institutions, one from a Football Championship Subdivision institution, three from Division II institutions, and three from Division III institutions.

(b) Duties of the Executive Committee. The Executive Committee will be empowered to conduct business of FARA. The President of FARA will preside at meetings of the Executive Committee.

(c) Duties of the Representatives

Divisional representatives – The divisional representatives will have responsibility for assisting their respective Vice President in planning the annual meeting and will serve as a member of the Executive Committee and represent interests of their respective division in all aspects of his or her duties.

(1) Division I Board of Directors Representative: The Executive Committee shall appoint a member of the Executive Committee to serve on the Division I Board of Directors. Service on the Division I Board may be concurrent with any elected FARA Executive Committee position. In the event that the term of office on the Division I Board extends beyond the term of office on the FARA EC, the Board representative will
remain ex-officio, non-voting member of the FARA Executive Committee until his or her term expires on the Division I Board.

(db) Terms of office. The term of office on the Executive Committee for the officers shall coincide with the terms of their elected position. The term of office for the ten (10) additional members, divisional representatives, shall be three (3) years. Incumbents may not stand for re-election except as provided for in Article 5(e), nonrenewable. Terms will be staggered so that continuity can be maintained. In the case where revision of these bylaws is approved by the membership, the EC may temporarily alter terms to ensure continuity.

(ee) In the case of an Executive Committee member changing institutions or an institution represented by a committee member changing classification, that Executive Committee member may continue to serve on the Executive Committee so long as they remain FARA members and continue to meet the criteria of the position to which he or she was elected.

(d) Duties. The Executive Committee will be empowered to conduct business of FARA. The President of FARA will preside at meetings of the Executive Committee.

(fd) Vacancies. Unanticipated vacancies on the Executive Committee may be filled by an emergency appointment at the discretion of the President or President pro tem with the advice and consent of the Executive Committee. The appointed individual will serve for the duration of the vacated term. The person appointed will be eligible for election to a subsequent full term, except for the President-Elect.

(ge) Awards. The Executive Committee as a whole will serve as the Awards Committee. This committee will solicit nominations from the membership for the David Knight Award for Outstanding Service to FARA, and select the recipients. Recipients will be chosen on the basis of their extraordinary contributions to FARA, and need not be members of FARA. This award is not required to be given each year. This award will be presented at the FARA Annual Meeting.

ARTICLE SIX—Elections

(a) Nominations

(1) The President, President-Elect, and Immediate Past President will serve as-on the Nominating Committee. Three additional members of the Nominating Committee will be drawn from the membership, one representing each division. These additional members will be previous members of the FARA Executive Committee who have remained active in FARA. The President will chair this committee.

(2) The committee will prepare a slate of candidates and will solicit nominations from the membership. The membership can nominate additional candidates by submitting to the President a nominating petition endorsed by at least five (5) FARA members. Individuals can self-nominate but must also include an endorsement by at least five (5) FARA members. Candidates should submit a biography to the Secretary.
(3) All candidates must be FARA members in good standing.

(4) Nominations will close on September 1.

(5) A list of all candidates and their brief biographical profiles will be posted on the FARA website.

(b) Elections

1. The President-Elect and Secretary will be elected by the FARA membership, excluding provisional members. Balloting will be done electronically on the FARA website or by other means determined by the Executive Committee. Balloting will conclude at a date established by the Executive Committee which shall be not later than the close of the Annual Meeting. The closing date shall be publicized by the Executive Committee when the voting process begins.

2. Vice Presidents and Divisional Representatives: Balloting for these positions will be conducted concurrently with the officer elections. Voting will be by division (I, II and III) with FARA members of the individual divisions electing only their representatives and Vice Presidents.

(3) The candidate with the most votes cast wins the election. In the event of a tie, run-off elections will be conducted until a candidate receives a plurality of votes cast.

(c) Commencement of terms: Incoming officers and Executive Committee member’s terms will begin at the close of the FARA Annual Meeting and Symposium.

ARTICLE EIGHT—Committees

In addition to the Executive and Nominating committees (see Articles V and VI), the following shall be the standing committees of FARA:

(a) Legislative Review Committees (LRC)

(1) Membership:

The Division I LRC shall be composed of a minimum of four (4) members, one from a Division I institution that is neither a Division I Football Bowl Subdivision (formerly Division I-A) or a Division I Football Championship Subdivision (formerly Division I-AA) institution, two from Division I Football Bowl Subdivision (formerly Division I-A) institutions, and one from a Football Championship Subdivision (formerly Division I-AA) institution. The members shall be appointed by the Division I Vice President in consultation with the Executive Committee to a one-year renewable term. The Division I Vice President will designate one (1) member to serve as the chair of the committee.

(2) The Division II and Division III LRCs shall each be composed of a minimum of four (4) members. The members shall be appointed by the Division Vice President in consultation with the Executive Committee to a one-year renewable term. The Division Vice President will designate one (1) member to serve as the chair of each committee.

(3) The duties and responsibilities of the LRCs shall be:
(a) to review potential and proposed amendments to the NCAA Constitution or Operating Bylaws whenever deemed appropriate, but no less than once during an academic year; and
(b) to report on such proposed changes to the FARA membership at the FARA Annual Meeting and Symposium,

(C) along with Provide recommendations as to FARA’s position regarding proposed amendments, which will then be taken up by the assembled FARs for approval or disapproval.

(b) Communications Committee:

Membership:
This committee will be appointed by the President of FARA with recommendation from the Executive Committee, and shall include one member of the Executive Committee from each Division, and the FARA Secretary. The President shall appoint the Chair of the committee. Other FARs, either from the Executive Committee, or non-Executive Committee members, may be appointed to the committee by the FARA President.

Duties and Responsibilities:
The Communications Committee shall appoint the editor of the FARA Voice in consultation with the FARA President and the Executive Committee and will provide general oversight to the FARA Voice, the FARA web site, and any other means of FARA communications. The editor of the FARA Voice shall be a member of the FARA Executive Committee.

(c) Honors & Awards Committee:

Membership:
This committee shall include the FARA past-president, the FARA president-elect, and the divisional vice presidents.

Duties and Responsibilities:
The duties of the committee include an annual solicitation-development of honors and awards nominations, annual review and selection-referral of honors and awards recipients for (with approval of) by the FARA Executive Board Committee.

The Executive Committee as a whole will serve as the Awards Committee.

Honors and Awards: This committee will solicit nominations from the membership for the

- The David Knight Award for Outstanding Service to FARA, and select the recipients. Recipients will be chosen on the basis of their extraordinary contributions to FARA, and need not be members of FARA. This
award is not required to be given each year. This award will be presented at the FARA Annual Meeting.

- **Divisional FAR of the Year Award**
  - This award will recognize significant contributions by individuals to their respective divisions.

- **Newcomer of the Year Award**
  - This award will be presented on a divisional basis to a new FAR who has contributed significantly to their division.

All honors and awards will be presented at the FARA Annual Meeting. Additional Honors and Awards may be created with the approval of the FARA Executive Committee.

In addition to standing committees, ad hoc committees may also exist as part of FARA. Such committees will be appointed on an as-needed basis by the President of FARA, with the cooperation and advice of the Executive Committee. Selection of the committee members, terms of service, and duties and responsibilities of ad hoc committees will be determined by the President at the time of such committee’s creation.