

Constitution of the Indiana University Sport Marketing Alliance

Preamble:

The IUSMA is an organization for Indiana University students who have aspirations of working in the sports industry. The IUSMA seeks to increase its members' knowledge of the business through networking trips and guest speakers, where industry executives provide valuable insight into the sports world. The IUSMA also strives to be active on the Indiana University campus and link its members to successful alumni. This club is the official student group of the Indiana University Sport Marketing & Management undergraduate program.

Article I: Membership

Section 1 – Membership Requirements

This organization requires all students to be Undergraduate or Graduate enrollees at Indiana University Bloomington. Participation in this organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [section I.D.3(c).]

Prospective members will not be classified as full member until dues are received and processed by Treasurer, with final approval from VP of Finance. Dues are required to be paid before prospective member is able to participate in any events or be considered to be on any committee. All dues are final with no refunds.

Section 2 – Membership Class

There will be one membership class. All members have the right to present ideas to the executive board. All members have the right to join various committees if selected by committee leader. Club involvement will lead to more opportunities within the organization.

Section 3 – Membership Guidelines

Members must act in a professional manner at all times during organization meetings and events. Membership is active until August 1st of the academic year, at which time memberships are considered to be officially “lapsed”. In most cases a grace period is granted for returning members where dues for the following academic year are not due until after the first mass meeting of that year

Conduct that is detrimental to club will result in disciplinary action via board review. Dismissal from club will occur with a 4/7 vote from executive board. There will be no refund of dues if dismissal occurs.

Article II: University Compliance

Section 1 – University Compliance

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Section 1 – Executive Officer Guidelines

There are seven board positions and six director positions appointed by the board; each board member performs duties tied to a committee under his/her supervision, in most cases. Once elected, officers are referred to as member-elects, until end of academic school year, where title of position is officially transferred. Officers should continue to serve until the end of the academic school year, even after the elections. Past officers do not have any specific role in the organization. As long as they fit membership requirements, they may be a member.

Section 2 – President

The President is to lead and act in the best interest of the club. The president will have final say on all decisions and will delegate tasks as he/she sees fit. He/she will also run executive board meetings and serve as the liaison between the faculty advisor(s) and the rest of the club. Short-term and long-term organizational goals are set by the President. The President should work closely with all other board members to ensure everyone has input in decisions.

Section 3 – VP of Administration

The VP of Administration works closely with the all other VP's to ensure that all committees under the supervision of the respective VP's are running smoothly. The VP of Administration works closely with President to delegate tasks and come up with strategic vision for club. In the event the President is no longer able to fulfill duties pertinent to their office, the VP of Administration will become the interim President.

Section 4 – VP of Marketing & Communications

The VP of Marketing and Communication is responsible for the marketing, promoting and media related aspects for the club. The VP of Marketing and Communication should work directly with the President to make sure the strategic vision of the club is implemented. The VP of Marketing will supervise two (2) directors, the Director of Marketing and the Director of Communications and will run the Engagement Committee.

The VP of Marketing and Communication will oversee the digital media, print media, and marketing and promotional efforts of the club.

Section 5 – VP of Programs

The VP of Programs coordinates events, sales academy, intramurals, and networking trips. The VP of Programs supervises the Director of Philanthropy and may select and oversee an Intramural Chair. The VP of Programs will oversee the Programs Committee.

Section 6 – VP of Relations

The VP of Relations controls the relationships between the club, its members, and all alumni. The VP of Relations will supervise two (2) directors, the Director of Member Relations and the Director of Alumni Relations. The VP of Relations will also run the Relations Committee. The VP of Relations will make sure that both the membership database and the alumni database are kept up to date as well as alumni are informed and relationships are kept and built.

Section 7 – VP of Finance

The VP of Finance is to handle all monetary functions and the budget of the club. The VP of Finance maintains records of organization spending and works directly with the Student Organization Accounts Office to make sure that the club maintains good financial standing. The VP of Finance should communicate the state of the club's finances at every executive board meeting. The VP of Finance will work closely with the President to make the budget for the academic year. The VP of Finance is responsible for club initiative funding that is pursued through the IUSA Funding Board. The VP of Finance will supervise the Director of Fundraising and will oversee the Fundraising Committee throughout the year. The fundraising chair will oversee the fundraising committee, which is responsible for organizing club fundraising events.

Section 8 – Secretary

The secretary is responsible for taking minutes at all executive board meetings. The Secretary is also responsible for taking attendance at all club events and reporting them to the VP of Relations.

Section 9 – Code of Conduct for Executive Board Members

Executive board members have a duty to not disseminate information discussed in executive board meeting to mass members or non-members. They have a duty to attend all executive board meetings. They have a duty to act in civil manner and act in the best interest of the club. Executive officers will not in personal attacks against other executive board members during any IUSMA-related event.

Section 10 – Executive Officer Discipline

Officers engaging in conduct detrimental to the club, as specified above, will be given warning by the President. Further actions detrimental to the club may result in a discussion with the President and/or faculty advisor and executive board. Repeated actions deemed detrimental to the club are grounds for expulsion from executive board. In certain circumstances, one detrimental action may be cause for removal.

Action can be brought by any executive board member. The person bringing action against another executive board member must first present the case to the President and advisor. If neither the President nor the advisor approve of the impeachment hearing, it may be put to a vote of the four board members excluding the President, the impeacher, and the impeached party. A $\frac{3}{4}$ vote will allow the hearing to proceed. The accused board member has the right to defend his/herself.

In the impeachment hearing, Two thirds (4/6), excluding the defending party, of the board must vote for a dismissal to be enacted. Extraordinary action can be taken by the advisor if a situation arises where actions by members of club results in danger to club.

Section 11 – Director Positions

There will be six (6) director positions appointed by the executive board within two weeks after the first mass meeting in September. The director positions are: Director of Marketing, Director of Communications, Director of Philanthropy, Director of Fundraising, Director of Member Relations, and Director of Alumni Relations. Directors have the same responsibilities and codes of conduct as board members with the exception that they are not required or automatically invited to attend all board meetings. In most circumstances they are encouraged to attend.

Section 12 – Impeachment of President

If a board member thinks that President should be impeached, the board member must first go to the club advisor. If the club advisor allows the board member to continue with proceedings, the board member must present case to rest of board. Impeachment would require a $\frac{5}{6}$ vote amongst board members, excluding the President.

If the advisor disagrees with impeachment, the department chair will be the final mediator on determining whether impeachment proceedings will continue. Extraordinary action can be taken by the advisor if a situation arises where actions by the President endanger the club.

Section 13 – Board Member Resignation/Vacancy

All board members have right to resign from office at any time. Board members must present letter of resignation to President, prior to the resignation becoming official.

In the event a board member steps down or is dismissed from office, any member who wants to run for vacant position will be required **to apply** to the board explaining why he/she fits the position. Board members will come to a plurality agreement on which the best candidate is, and will notify the winner within three days of the vote.

If vacancy opens before start of second semester, new member will be given full title of position. If vacancy opens after first class of second semester, new board member will be given interim title.

Section 14 – Necessary and Proper Clause

The executive board shall make any decisions deemed necessary and proper for carrying into execution the foregoing powers, and all other powers vested by this Constitution in the operations of the Indiana University Sport Marketing Alliance.

Article IV: Advisor

Section 1 – Advisor Guidelines

The Indiana University Sport Marketing Alliance will have a minimum of one (1) full-time, tenured or tenure-track faculty advisor. This advisor must be a current faculty member in the Sport Marketing/Management/Communication Program ("the program"). At the discretion of the program, co-advisors may be selected for the club. If there are co-advisors, at least one of these individuals must be a tenured or tenure-track faculty member in the program.

Section 2 - Responsibilities and Duties of Advisor

The advisor shall operate as the primary liaison between the club and the program/Department/School. They will operate as the primary point of contact for the club president and provide advice and counsel for the club president and the club executive board. The advisor will also authorize financial expenditures for the club and administer co-branding opportunities between the club and the program. The advisor shall safeguard the best interests of the club membership, the program, and the department.

Section 3 – Role of Advisor

The advisor will be invited to attend executive board meetings, and will serve primarily as a sounding board and provider of advice and counsel. If a situation arises where the advisor perceives that the executive board or club president is acting in a manner which is detrimental to the club, its members, or the program's best interests, the advisor may call for a temporary, short-term suspension of regular club business until the situation is appropriately addressed. Any dispute arising from this extraordinary action will be mediated by the sitting chair of the Department in which the program currently sits.

Article V: Meetings

Section 1 – Executive Board Meetings

Executive board meetings are designed to discuss club business amongst executive board members. The calling of these meetings will be up to the discretion of the active president. All executive board members are required to attend every executive board meeting, unless given permission by the president to miss the meeting.

The agenda at all meetings is set by the President. Agenda items may be suggested prior to meetings by any executive board member, but items must be approved beforehand by the President. The President should act in best interest of club when deciding on agenda items. The President has the right to commence and end debate of any topic during executive board meeting.

Board members shall be respectful of all other board members during executive board meetings. **Actions deemed counterproductive may be cause for discipline decided by the President and Advisor.**

Section 2 – Mass Member Meetings

Mass member meetings are designed to address club membership as whole, make announcements, preview upcoming events, and foster interaction between committees. They are open to all members and prospective members.

One call-out meeting will be held within the first 3 weeks of each semester. There will be at least one mass member meeting per semester, excluding the call-out meeting.

The election of the President will take place in a mass member meeting during the last full week of March.

Section 3 – Committee Meetings

Committee meetings are smaller, breakout sessions of mass membership body. They consist of only members in each of the selected committees. Each committee meeting will be led by the assigned committee leader.

Meeting times and goals of meeting will be up to the discretion of the committee leader, in conjunction with the VP of Administration. These meetings must be held a minimum of once a month during the academic school year.

Section 4 - Attendance

Attendance is recorded at all meetings and events by Secretary. In the absence of the Secretary, the VP of Relations will take over attendance recording duties.

Article VI: Elections

Section 1 – Timetable of Elections

Membership will be notified of exact dates for elections by one month prior to the election. Elections will take place between the Tuesday after Spring break and the thirty day period that follows.

Section 2 – Nomination Process

Potential candidates must be nominated by board members in order to be considered for election. The board must give majority approval for potential candidate to be on the ballot. There shall be a minimum of two nominees for each position, and a maximum of four. If nominations for a certain position exceed four, board will have to come to a consensus on which the four candidates will be. In the event only one candidate is nominated for a position, candidates may run unopposed if approved by 5/7 of the executive board. The Presidential candidate may run unopposed if agreed upon by 6/7 of the executive board. In the event only one candidate is running for any position, a second applicant may run for the position with the approval of two board members.

Section 3 – Eligibility Rules for Executive Office

To be eligible to run for executive office, one must be a full time undergraduate student at the time of application, and during the entire projected time of service on the board (until the end of the service term's spring semester). They shall have had paid their dues by November 1 of the preceding semester. If a student was studying abroad or partaking in internship during fall semester, and wants to run for executive office, they can present their case to the board in hopes of securing nomination.

Any potential nominee must have a minimum cumulative GPA of 2.8, show record of steady involvement for preceding year, as left to interpretation of board, and write a 500 word statement stating intentions and why they are running for office.

Section 4 – Eligibility Rules for President

To be eligible to run for President, one must have been a board member for at least a full semester or a Director for one full year. In the event zero or only one board member(s) wants to run for President, the position becomes available to the general membership body. If a student was studying abroad or partaking in internship during fall semester, and wants to run for executive office, they can present their case to the board in hopes of securing nomination.

Those seeking the Presidential office must have a major in the School of HPER, have a minimum cumulative GPA of 3.0, and fulfill all executive office requirements.

Section 5 – Voting Eligibility Rules

To vote, one must be a member of the club, as defined by Article I, and be a member for at least 2 months prior to election date. They must have attended at least one club activity, not including either semester's call-out meeting. Activities include, but are not limited to, mass member meetings, social events, networking trips, and philanthropic endeavors organized by club. Voting status can be appealed to the executive board.

Section 6 – Presidential Election Process

Each presidential candidate is required to give full presentation detailing plans for term. Ballots will be handed out after the conclusion of all presentations. Voting is conducted by secret ballot and tabulated by club advisor(s). Results for the Presidential election will be revealed at the conclusion of the meeting during which the vote took place.

Section 7 – Board Member Election Process

Voting is conducted by secret ballot and tabulated by club advisor(s). After each cycle of speeches members will pass in their ballot. Results are not revealed until the end of all presentations.

Members can only run for maximum of 2 positions, including President. Members can vote for candidates more than once, if a candidate is running for more than one position.

Candidates will be elected into office with plurality vote. Newly elected members to the board are referred to as member-elects, and will not officially take office until the end of the academic school year.

Section 8 – Election Tie Procedure

In the case of a tie in competition of 2 people, voting continues to take place until a winner is determined. There will be a maximum of three voting cycles. In result of tie after third voting cycle, old executive board will vote on who the winner will be. The winner will be declared with majority vote from old executive board.

In the case of a tie in competition of more than 2 people, the top two vote getters will compete in a run off. In case of subsequent tie, refer to rules for tie in competition of 2 people.

Article VII: Non-Hazing

Section 1 – Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII: Dues & Budgets

Section 1 – Dues

Dues will be charged to become a member of the organization. The dues will be up to the discretion of the board and announced at the first call-out meeting. Dues will be collected and processed by the Treasurer, with supervision by the VP of Finance.

Dues will be set year-to-year by the executive board and will be finalized by the end of the first week of school. The board will have the option to create incentive programs where prospective members will have choice to pay either a semester rate or discounted full year rate, among others. After original 15-day deadline following call out meeting, semester rate will no longer be offered. Dues will remain the same throughout the semester. If a member decided to join at a later point in the semester, dues will be the same amount and required to be paid before person is officially part of the club.

Dues must be paid in full before member can participate in any events or be eligible to be on any committee.

Section 2 – Budget

The budget for the year will be prepared by the President and VP of Finance. The budget can only be revised at the end of each semester and before the next semester. At least 4/7 of the board has to approve budget for it to be confirmed.

Section 3 – Reimbursement of Expenses

Only executive board members are allowed to be reimbursed for their expenses. When possible, all club expenses that cannot come directly from the club account should come from executive board members. However, if regular members spend money for club purposes that had been approved ahead of time by the President and VP of Finance, they too should also be eligible for reimbursement.

All potential expenses must be presented to the President and VP of Finance for their approval before any money is spent. The club reserves the right not to reimburse anyone if the expense had not been approved by both the President and VP of Finance beforehand. Proper documentation of the expense is required.

Reimbursement checks will only be given after VP of Finance receives all documentation of expenses and they are processed.

Article IX: Finances

Section 1 – Financial Affairs

The VP of Finance is in charge of the financial affairs of the club. The VP of Finance maintains the Student Organization Account in accordance with the Student Organization Accounts office policies and procedures. The faculty advisor(s) is the fiduciary conduit to the club account. They will comply with Student Organization Account guidelines to ensure club can spend money the board sees fit.

Section 2 – Group Dissolvement

If the group dissolves, the remaining money will be taken over in escrow by the financial office of whatever department the club is under.

Article X: Personal Gain Clause

Section 1 – Personal Gain Clause

This organization shall ethically raise and distribute profits from organizational functions to the organization, not individual members. Individual students may not receive money from a student organization event for personal gain.

Article XI: Amendments

Section 1 – Proposing Amendments

Amendments to the Constitution can be proposed at any point during the academic school year. Board members are allowed to propose an amendment at any time while in office. For any possible amendments to be considered, board member must present their reasons for the change to all other board members. The idea will then be open for debate to all board members followed by a vote.

Section 2 – Amendment Voting Procedure

Amendments can only be passed with at least a **4/7** majority vote by the executive board. After executive board passes amendment, it will be submitted to Student Activities for their final approval. The amendment will not be taken into effect until the start of the

next school semester. Mass members should be informed of any amendments to the Constitution at the beginning of each semester.

Article XII: Ratification

Section 1 – Ratification

Ratification of this constitution requires at least two-thirds (5/7) majority vote from executive board.