

Michigan Sport Business Association Constitution

Effective September 30th, 2020

Preamble

The mission of the Sport Business Association (SBA) is to educate, connect, and inspire the future generation of sport business professionals. SBA offers undergraduate students that are interested in the field or major of Sport Management (SM) with campus wide opportunities to expand their personal and professional development within the sport industry. Through insightful workshops, networking events and internships, our organization is committed to growing into one of the best student groups on campus through superior leadership, executing events/operations with integrity and financial soundness and incorporating new technology (where it is relevant). In addition to on-campus opportunities, SBA aims to immerse its members outside of campus and provide off-campus opportunities such as professional development trips to further enhance member's educations.

Article I. Name

Section 1.

Sport Business Association; also known as SBA

Section 2. Affiliations

University of Michigan School of Kinesiology Sport Management Program

Article II. Purpose

Section 1.

The purpose of the club is to provide opportunities for students interested in careers in sport through:

- Networking with industry representatives to propel off-campus internship and job searches
- Interaction with faculty, alumni and students with similar interests in the sport field
- Interview resources and preparation assistance
- Off-campus opportunities such as professional outreach and development trips

The goals of the club include, but are not limited to:

- Raise the visibility and reputation of the Sport Management Program in the School of Kinesiology to outside recruiters and place it as one of the top sources for the recruitment of talented and passionate business leaders in SM
- Promote the understanding and integration of sport in business through the education and development of its members
- Provide a forum for students involved in the SM field to share their interests and experiences and to learn more about the different functions within the sports industry

- Develop and facilitate educational opportunities for its members to learn about SM and relevant areas of interest, both in theory and practice, through guest speakers and off-site club trips
- Serve as a channel between individuals passionate about SM and faculty, staff, and administration to ensure that the university environment supports engagement in the field throughout the curriculum and additional activities
- Demonstrate the value that effective sport management, integrated with business practice, provides to managers, employees and organizations in the sport world

Article III. Membership

Section 1.

Active membership shall be limited to persons officially connected with the University of Michigan as registered students and/or staff. The club aims to be accessible to all undergraduate students.

- *SBA is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.*

Section 2.

To be defined as a “member,” a student must apply to SBA, prospective members will submit an application in the fall or winter. The executive board will then read through the applications and vote on membership.

Section 3.

Members must participate in at least **50%** of club activities and pay membership dues.

Section 4.

At this time, membership dues will be thirty dollars (\$30) for students admitted in the fall and twenty dollars (\$20) for students admitted in the winter. These can be paid via cash, check, or the SBA Venmo account (@umichsba). These must be paid by October 1st (fall) and February 1st (winter).

Section 5.

Upon joining the organization, all members agree not to undermine the purpose or mission of SBA. Additionally, they also agree to allow SBA to portray themselves in any social media content or any other media highlighting the SBA brand which is illustrated in the Member Handbook..

Section 6.

At least 60% of SBA members must be Sport Management students and we currently are at 70% which we aim to maintain for future recruitment.

Article IV. Officers

Section 1.

The SBA Executive Board shall be led by twelve (12) officers: President, Co-Vice Presidents, Co-Directors of Marketing, Director of Event Planning, Co-Directors of Alumni Relations, Co-Directors of Member Relations, and Co-Directors of Research and Insights.

The duties and responsibilities of each of the officers are as follows:

1. **President:** The President shall schedule and conduct all meetings of the organization, including the preparation of a meeting agenda. The President will also oversee all projects in which the club engages. The President shall encourage member participation at meetings, while maintaining a balance of discussion and comfortable atmosphere.
2. **Vice President(s):** The Vice President(s) shall assist in the day-to-day operations and logistics for SBA and all of the initiatives from the President. He or she will act as President if the president is not able to serve for meetings and events. The Vice President(s) shall maintain all SBA financial records, which includes the collection of membership dues. The Vice President(s) will also attend any and all required workshops by SOAS. The Vice President(s) will facilitate all fundraising activities and maintain the records of the events. Available positions include two (2) Co-Vice President positions.
3. **Co-Directors of Marketing:** The Directors of Marketing shall promote and publicize the on-campus activities of SBA. This will include, but not be limited to: emails, flyers, and whiteboard messaging. They shall be responsible for updating and maintaining the SBA website as well. The Directors of Marketing shall develop a communications plan for SBA, directly managing communications activities that promote, enhance and protect the organization's reputation and brand. Responsibilities include gaining exposure in school- and campus-wide newsletters and other print publications, working with the SBA website and being in charge of communications surrounding Festifall. The Marketing Team manages all social media accounts, the monthly newsletter, and the brand identity of SBA. The Team works to raise awareness of SBA across campus and nationwide. Available positions include two (2) Co-Director positions.
4. **Co-Directors of Research and Insights:** The Directors of Research and Insights will be responsible for locating, gathering and compiling relevant data and information regarding SBA's operations. This includes, but is not limited to: data from attendance percentages, social media metrics, mentorship pairing feedback and overall member feedback. The purpose of Research and Insights centers around discovering trends within the compiled data and advising our Executive Board on the most efficient and beneficial steps toward growing the club in a forward-thinking, data-driven approach. Overall, the Research and Insights team's main goal is to create data-driven solutions for any problems or opportunities SBA may encounter. Available positions include two (2) Co-Director positions.

5. **Director of Event Planning:** The Director of Event Planning shall oversee the organization and development of all SBA on-campus events at the University of Michigan. These include, but are not limited to: speaker series, resume/interview workshops, career panels and the club's mass informational meetings. Responsibilities also include ensuring rooms are reserved for meetings and events. They shall oversee the organization and development of all SBA off-campus events. The Director of Event Planning will serve as the main point of contact for all SBA speaker/event outreach and must maintain a positive and gracious relationship with said professionals. These events include, but are not limited to: trips to various sport organizations and facilities, off-site speakers and out-of-town trips (e.g. industry conferences). Available positions include one (1) Director position.
6. **Co-Directors of Alumni Relations:** The Alumni Relations Team is responsible for alumni communication, maintaining and expanding the alumni database, and spearheading SBA's Alumni Mentorship Program, which includes deciding member mentees through an application/interview process, pairing said members' personalities and interests with those of an industry professional, and overseeing consistent communication between mentees and their mentors. The team works to increase the SBA network, resulting in more job and internship opportunities from targeted employers. Available positions include two (2) Co-Director positions.
7. **Co-Directors of Member Relations:** The Directors of Member Relations will focus on the recruitment of new members and the maintenance of all current members. This includes the creation and management of all group email lists, new member recruitment, member attendance, and member retention. The Member Relations team is charged with creating an eight-week professional development program (Pro Days) that are required for newly admitted students. These meet once a week and are facilitated by the Co-Directors with the help of the other Executive Board members. Available positions include two (2) Co-Director positions.

Section 2.

The twelve officers will form the SBA Executive Board (or E-board).

Section 3.

The Faculty Advisor shall provide advice as needed regarding the organization, its structure, event planning and internal issues. The advisor will also help connect the club's members with University of Michigan administration and alumni for networking and event planning purposes.

Section 4.

Officers must attend 75% of all SBA meetings and events each month, unless a valid reason is given for missing a meeting/event. If an officer does not comply with these standards, they will be issued a warning and required to provide a written explanation to be reviewed by the E-board.

Article V. Operations

Section 1.

All officers shall be elected once per calendar year (no later than April 1st) and serve a mandatory one-year term. The current President will send out an email to all SBA members, allowing them the opportunity to apply to the SBA executive board. Any current club member and/or E-board member will be eligible to run for an officer position provided that they will be a University of Michigan student the following year. Members shall be considered a candidate to run for an officer position by submitting an application, which will be reviewed by the President, Vice President(s), and Faculty Advisor. Once the applications are closed, the current executive board will then select the best candidates to run for each of the E-board positions and conduct interviews. Prior to selecting any director positions, the current President and Vice President(s) will work with the advisor to select candidates for the President/Vice President roles. After applying and interviewing with the advisor, outgoing President, and outgoing Vice President(s), the outgoing executive board leadership will all vote and need a two-thirds majority vote to select the new President and Vice President(s). Once these roles have been filled, the outgoing President, outgoing Vice President(s), incoming President, incoming Vice President(s), and outgoing director of that position will vote and need a two-thirds majority vote to select the new person for the director position(s).

The incoming President and Vice President(s) must work with the former President and Vice President(s) and advisor in selecting the rest of the E-board.

Section 2.

Officers assume their positions after election and will be required to join the next E-board meeting.

Section 3.

The Faculty Advisor will handle dispute resolution as needed.

Section 4.

E-board meetings will be held once per week.

Section 5.

The SBA President must be a current Sport Management student, due to the support that the club receives from the Sport Management program.

Section 6.

The SBA Vice President(s) must be a current Sport Management student. If they are not in Sport Management, there must be a Co-Vice President to have at least one Vice President be a Sport Management student.

Section 7.

At least 70% of the executive board officers must be Sport Management students.

Section 8.

Each SBA executive board officer must remain in good academic standing, in adherence with the University of Michigan Student Handbook, for the duration of his or her term.

Section 9.

The SBA executive board agrees to act in the best interest of the SBA organization as its own self-supported entity. The executive board agrees to limit all decision-making processes within the current executive board, with the advice of the Faculty Advisor and the School of Kinesiology as needed. The President and Vice President(s) will contact SBA or U-M alumni for advice only, and not in any formal capacity as it relates to SBA initiatives, structure, operations, or any other aspect of the organization.

Section 10.

Any officer of the SBA Executive Board must not serve on the executive board of any other U-M Sport Management student organization during the duration of his or her SBA term.

Article VI. Finances**Section 1.**

The organization will finance its activities through club dues, student government funds, and fundraising activities.

Section 2.

All expenditures of SBA money in excess of fifty dollars (\$50) must be proposed and voted in favor by a simple majority of current E-board members before taking place. Any recurring expenses can be proposed once each academic term, as long as a detailed budget for the term is included in the proposal. Derivations over the proposed budget must be authorized again via majority vote.

Section 3.

The SBA budget must be reviewed twice a year with the Faculty Advisor: once for pre-year planning prior to the start of the fall semester and once at the end of the winter semester.

Article VII. Amendments**Section 1.**

Suggested amendments to this charter may be proposed by any club member (as defined in Article III) or E-board member. Proposed amendments shall be submitted in writing to the President and Vice President(s). The amendment will be presented at the next E-board meeting, at which time the E-board shall vote on it. The amendment will be adopted if approved by a two-thirds majority of the E-board.

Article VIII. Registration Renewal

Section 1.

The E-board is responsible for ensuring the smooth transition from one E-board to the next. To that end, the President shall be responsible for leading the transition plan with the help of the current E-board. The transition plan is as follows:

No later than the end of the last academic month of the current school year (i.e. April), the outgoing President shall assemble a transition binder containing the following information:

- The most recent edition of the SBA Constitution
- A consolidated balance sheet for the club, including beginning and ending balances
- A consolidated statement of cash flows for the club during the year.
- Any other club documentation deemed relevant for the next officer team, including, but not limited to:
 - Procedures for re-registering the club with MSA
 - Details of any financial accounts, including account numbers, access procedures, etc.
 - Details of any electronic distribution lists
 - Meeting minutes, photos and summaries of the year's events
 - A roster of the board members and their contact information
 - A schedule of events from the previous SBA Calendar
 - A list of anticipated club events for the following year, including descriptions and estimated dates (when possible)

This binder shall be handed to the incoming President.

Section 2.

The SBA President will re-register with the Michigan Student Assembly on an annual basis, no later than two weeks after registration opens. The SBA Vice President(s) will return a signed SOAS card no later than September 15th.

Article IX. Removal of Membership

Section 1.

Officers may be removed from their position for failure to comply with the rules and regulations of the club as well as University policies. Officers may also be removed for failure to attend the majority of SBA meetings, failure to pay club dues and any criminal offenses.

Section 2.

Officers may be removed by the following process:

1. A written request by at least three (3) members of SBA
2. Written notification to the officer of the request, asking the officer to be present at the meeting and prepared to speak
3. A two-thirds majority vote of the SBA E-Board is necessary to remove the officer

Section 3.

Members may be removed for failure to comply with the rules and regulations of the club as well as the University policies. Members may also be removed for failure to attend the majority of SBA meetings, failure to pay club dues and any criminal offenses.

Section 4.

Members may be removed by the decision of the President, using input from the club's E-board to guide his/her decision.

Article X. By-Laws**Section 1.**

The board may convene, at their discretion, committees of members and/or prospective members (as defined in Article III) to assist in the duties of running the club or holding specific events. Committee members shall be selected by the board from a pool of volunteers.

Section 2.

The club is committed to the transparency and openness of its financial records. To that end, every member of the club (as defined in Article III) has the right to review the club's financial records. This is exercisable at any time upon giving notice to the President and Vice President(s) of at least three days. The Vice President(s) is/are responsible for ensuring that all requests pursuant to this section are satisfied.

Article XI. Ratification of the Constitution**Section 1.**

The Executive Board will have a two-thirds majority vote to approve any changes and to ratify the Constitution. This will be done annually when the new E-board takes over each fall.