

Constitution and Bylaws Of the UofL Sport Administration Club

Constitution of the Sport Administration Club

Effective September 25, 2007 by approval of the membership at the September 25, 2007 meeting.

Article I. Name

This organization shall be known as the Sport Administration Club, hereafter called the SPAD Club.

Article II. Purpose

The purpose of the Sport Administration Club is to enhance the educational experiences of club members and make members more knowledgeable of the sport industry by providing a forum for networking, creating opportunities for members to gain hands-on experience, and providing access to working professionals. In addition, SPAD Club members will utilize their skills to further prepare themselves for their professional career as well as socialize with other University of Louisville students.

Article III. Administration

The Sport Administration Club is an independent club of the Sport Administration Program at the University of Louisville. The club's policies and programs are determined and directed by an Executive Council and overseen by a faculty advisor.

Article IV. Place

Club business is conducted at the University of Louisville, Louisville, Kentucky.

Article V. Membership

Section 1. Any University of Louisville student, regardless of major, staff, faculty, and alumni are eligible to join the Sport Administration Club.

Section 2. Members of the SPAD Club must follow certain rules set up by the Sport Administration Club.

Section 3. Failure to follow these rules will result in removal and revoked membership.

Section 4. Any breaking of student handbook rules that would tarnish the appearance of the SPAD Club will result in immediate removal of the member(s).

Section 5. Membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic background, or national origin.

Section 6. University of Louisville students must make up at least 50% of the membership.

Article VI. Attendance

Section 1. A member of the SPAD Club cannot miss more than two (2) meetings per semester. If a member needs to be absent, the member must contact the club Secretary by e-mail, phone, or in person prior to the meeting, thereby excusing them.

Section 2. A member of the SPAD Club must participate in one fundraising or special event per semester to be eligible for reimbursement benefits.

Bylaws of the Sport Administration Club

Effective September 25, 2007 by approval of the membership at the September 25, 2007 meeting.

Article 1. Executive Council

Section 1. Election and Term:

- A. The SPAD Club will be managed by an Executive Council consisting of fifteen (15) members (a President, Vice President, Secretary, Financial Officer, Business Officer, Public Relations Officer, Social Officer, Membership/Ticket Officer, Operations Officer, Events Officer, Student Government Liason, Senior, Junior, Sophomore and Freshman Class Representatives). The Executive Council members will be selected by the President and Advisor of the SPAD Club by submitting applications prior to September.
- B. Office terms will begin the first full month of the school year and end in May the following year.
- C. The SPAD Club advisor will be a non-voting member and will have the privilege of attending all Executive Council meetings.

Section 2. Powers and Duties:

- A. The Executive Council will be responsible for the policies and programs of the SPAD Club.
- B. The President:
 1. To preside over all general meetings of the SPAD Club
 2. To chair the Executive Council and serve as consultant to all club committees.
 3. To appoint all committee chairs, after consulting the Executive Council, and coordinate committee membership with the committee chairs.
 4. To make mid-term appointments for vacancies after consulting with and obtaining consent from the executive council.
 5. To serve as representative of the SPAD Club to University Administration, Student Government, and others.
 6. To inform succeeding officers of their responsibilities.
 7. To perform other such duties as the membership or Constitution may specify.
- C. The Vice-President:
 1. To fulfill the President's duties in his/her absence.
 2. To coordinate all club activities and events.
 3. To work with the President to develop new programs and events.
 4. To schedule guest speakers after consulting and obtaining consent from the Executive Council.
 5. To perform other such duties as the membership or Constitution may specify.
- D. The Secretary
 1. To be responsible for recording all meeting minutes and distributing them to members.
 2. To be responsible for all incoming/outgoing SPAD Club correspondence concerning club activities and events.
 3. To collect committee information (events & activities) for SPAD Club binder.

4. To maintain accurate membership records and e-mail list.
 5. To check the SPAD Club mailbox in the SGA office at least once per week.
 6. To perform other such duties as the membership or Constitution may specify.
- E. The Financial Officer
1. Will be responsible for all accounting and bookkeeping related to the SPAD Club.
 2. Will keep document proof of all expenditures and provide budget reports at all Executive Council and general meetings.
 3. Will collect annual dues, reporting such information to the club secretary for record keeping, and turn over money to the advisor for deposit.
 4. Will work with SGA or any campus entity concerning financial matters of the club.
 5. To hold personal responsibility for all organization monies in his/her possession.
 6. To perform other such duties as the membership or Constitution may specify.
- F. Business Officer
1. Will be responsible for planning all trips and conferences related to the SPAD Club.
 2. Will be responsible for maintaining website information.
- G. Public Relations Officer
1. Will assist with monthly newsletter.
 2. Will be responsible for press releases.
 3. Will promote the SPAD Club around campus.
- H. Social Officer
1. Will advertise and coordinate intramural teams.
 2. Will develop a calendar for intramural events throughout the year.
 3. Will locate a place to hold an annual December event.
- I. Membership/Ticket Officer
1. Will be responsible for membership attendance and sign-up/ticket distribution for events and meetings.
 2. Will be responsible for University of Louisville Athletic event tickets
- J. Operations Officer
1. Will coordinate all operations aspects related to meetings, trips, conferences, and events.
 2. Will be responsible for writing itineraries for all trips and events.
- K. Events Officer
1. Will direct all aspects of the Inaugural SPAD Club Knockout Free Throw Basketball Tournament.
 2. Will serve as a liaison between the Scholarship Golf Tournament Class and the SPAD Club during the spring semester.
- L. Student Government Liaison
1. Will serve as a liaison between the SPAD Club and the Student Government Association.
- M. Senior, Junior, Sophomore and Freshman Class Representatives
1. Will act as a representative for their respective class.
 2. Will attend meetings, plan events, coordinate volunteers, and assist with other activities as needed.

Section 3. Leave of Absence and Impeachment:

- A. Leave of Absence:
1. Leave of absence procedures apply to all officers.
 2. The officer must report to the President their intent to leave office. If the individual requesting a leave of absence is the President, then the individual will report to the advisor.
 3. If the request for a leave of absence is greater than two (2) weeks, a temporary replacement may be appointed by the Executive Council. The appointee will assume all responsibilities of the acquired position.
 4. If the individual on leave does not return after thirty (30) days, the temporary appointment will replace the absent officer.

B. Impeachment:

1. If a member of the SPAD Club requests to impeach an elected officer, a written request stating the nature of the impeachment must be made to the club President. If the complaint is against the President, the notice must be given to the Vice President.
2. An ad-hoc committee will be formed to investigate the allegations and make a decision. A written report of their findings and recommendations will be submitted to the SPAD Club Executive Council and forwarded to all members.
3. A 2/3-majority vote of the SPAD Club will be required to validate the findings and recommendations of the ad-hoc committee. Upon validation, the ad-hoc committee findings will be final.

Section 4. Meetings:

- A. The Executive Council will hold a minimum of one (1) meeting per month during the academic year on dates determined by the Executive Council.
- B. Special meetings may be called by President of the SPAD Club or by any two (2) members of the Executive Council with three days notice.
- C. Officers are required to attend all Executive Council meetings, unless extenuating circumstances exist.

Article II. Committees

- A. There will be four (4) active committees of the SPAD Club.
- B. Committee responsibilities and duties are listed in Appendix IV.

Article III. Membership

Section 1. Any University of Louisville student, regardless of major, race, sex, ethnic origin, or religion, is eligible to join the SPAD Club.

Section 2. Members of the SPAD Club must follow certain rules set up by the membership.

- A. Failure to do so will result in the removal and loss of membership.
- B. Any breaking of student handbook rules that would tarnish the appearance of the SPAD Club will result in immediate removal of the members(s).

Article IV. Staff and Administration

A. The Advisor:

1. Will be a non-voting member and will be privilege to attend all Executive Council meetings.
2. Will assist with implementation of policies and programs of the SPAD Club.
3. Will coordinate the administrative and financial policies of the SPAD Club n respect to standards and procedures of UofL.
4. Will be responsible for and exercise general supervision over the following functions:
 - a. Preparation and distribution of SPAD Club related material
 - b. Maintenance of all records
 - c. Member activities and programs
 - d. Annual elections
 - e. Preparation of budgets for SPAD Club related matters
 - f. Accounting for legally binding contracts and monies received
5. The Executive Council may recommend to the advisor of the SPAD Club changes in the organizational structure as may be required from time to time.

Article V. Executive Council

Section 1. The Executive Council will consist of fifteen (15) members (a President, Vice President, Secretary, Financial Officer, Business Officer, Public Relations Officer, Social Officer, Membership/Ticket Officer, Operations Officer, Events Officer, Student Government Liason, Senior, Junior, Sophomore and Freshman Class Representatives). The advisor of the SPAD Club will attend all meetings of the Council in an advisory capacity except when the Council is in executive session. The Executive Council will meet as needed to conduct business between general sessions and will meet at the call of the President or of any two (2) of its members.

Article VI. Meetings

Section 1. Executive Council Meetings:
The Executive Council will meet a minimum of once monthly.

Section 2. General Membership Meetings:
The Executive Council will hold a minimum of one (1) general meeting per month during the academic year on dates determined by the Executive Council. Special meetings may be convened at the call of the President of the SPAD Club or any two (2) members of the Executive Council with three (3) days notice to the membership.

Section 3. Quorum:
Two-thirds of all active members will constitute a quorum.

Section 4. Parliamentary Procedure:
SPAD Club meetings will follow the procedure set forth in Appendix 1.

Article VI. Financing

- Section 1.* Financing:
- A. The SPAD Club will require membership dues in the amount of \$10.00 for the academic year.
 - B. The deadline for continuing students to pay their annual dues is October 1, and the deadline for transfer students, new admissions, and freshmen is February 1.
 - C. The SPAD Club will maintain its financial support through fundraising and special events.
 - D. The SPAD Club will obtain assistance from the Student Government Association at the University of Louisville pursuant to the SGA's rules and regulations.
 - E. The SPAD Club will work with the Event Management Class each spring by providing a minimum of five (5) members to help with their event. In exchange, the SPAD Club will receive ½% of the event's net income.
 1. In the event five (5) members do not help with the event, the SPAD Club will forfeit their ½% of the net income.

Article VII. Amendment

The Constitution and Bylaws may be amended by a majority vote of the active members present at any general meeting of the membership. Notice of the proposed revisions will state whether it is approved by the Executive Council.

Original Constitution Committee:

Stacy Henning	'03, President
Megan Murray	'03, Vice President
Mary-bec Gwyn	'03, Secretary

Adopted (Enter Date)

APPENDIX I

INTRODUCTION TO RULES OF ORDER

The following rules allow meetings to be conducted orderly and allow everyone to be heard and to make decisions without confusion.

The Sport Administration Club will follow the following fixed order of business at all meetings.

1. Call to order
2. Roll call of members present
3. Review and approval of minutes of last meeting
4. President's report
5. Committee reports
6. Special orders (if applicable)
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

The method used by members for expressing points of view is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order (this right is reserved to the Chairman or presiding member).
2. Second motions.
3. Debate motions.
4. Vote on motions.

Points

The following three points are always in order:

- 1. Point of Order:** a question about process, or objection and suggestion of alternative process. May include a request for the facilitator to rule on process.
- 2. Point of Information:** a request for information on a specific question, either about process or about the content of a motion. This is not a way to get the floor to say something you think people should know. People misusing points of information in this fashion will be defenestrated, or otherwise sanctioned forcefully.
- 3. Point of Personal Privilege:** a comment addressing a personal need – a direct response to a comment defaming one's character, a plea to open the windows, etc.

Motions

All motions must be seconded, and are adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted. Motions are in order of precedence: motions may be made only if no motion of equal or higher precedence is on the floor (i.e., don't do a number 5 (move to end debate) when the body is discussing a number 4 (move to suspend rules)).

1. **Motion to Adjourn:** not debatable; goes to immediate majority vote.
2. **Motion to Recess:** not debatable. May be for a specific time.
3. **Motion to Appeal the Facilitator's Decision:** Not debatable; goes to immediate vote. Allows the body to overrule a decision made by the chair.
4. **Motion to Suspend the Rules:** suspends formal process for dealing with a specific question. Debatable, requires 2/3 vote
5. **Motion to End Debate and Vote or Call the Question:** applies only to the motion on the floor. Not debatable, requires 2/3 vote
6. **Motion to Extend Debate:** can be general, or for a specific time or number of speakers. Not debatable
7. **Motion to Refer to Committee:** applies only to the main motion. Refers question to a specific group with a specific time and charge.
8. **Motion to Divide the Question:** breaks the motion on the floor into two parts, in manner suggested by mover.
9. **Motion to Amend:** must be voted for by a majority to be considered and by a 2/3 to be passed. If amendment is accepted as "friendly" by the proposed, then many bodies will allow it to be accepted without a formal vote; this is a way of including a consensus-building process into procedure without endless debate over amendments to amendments. Strictly speaking, however, once the main motion is made it is the property of the body to amend.
10. **Main Motion:** what it is you're debating and amending.

How is a motion presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr./Ms. Chairman/President."
 - c. Wait until you are recognized.
2. Make your motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we....." rather than, "I move that we do not....."
 - c. Avoid personalities and stay on your subject.
3. Wait for someone to second your motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman states your motion
 - a. The Chairman will say, "It has been moved and seconded that we....." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.

- c. Once the chairman presents your motion to the membership it becomes “assembly property”, and cannot be changed by you without the consent of the members.
7. Expanding on your motion
- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the question to the membership
- a. The Chairman asks, “Are you ready to vote on the question?”
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and will be pursuant to the by-laws of our organization. In general, there are five methods used to vote.

1. By Voice – The Chairman asks those in favor to say, “aye”, those opposed to say “no”. Any member may move for an exact count.
2. By Roll Call – Each member answers “yes” or “no” as his name is called. This method is used when a record of each person’s vote is required.
3. By General Consent – When a motion is not likely to be opposed, the Chairman says, “If there is no objection...” The membership shows agreement by their silence, however if one member says, “I object,” the item must be put to a vote.
4. By Division – This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot – Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table – This motion is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table”, for reconsideration by the membership.
2. Motion to Postpone Indefinitely – This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

APPENDIX II

The Sport Administration Club Fundraising Policy

The following procedures will be followed for all SPAD Club fundraising activities:

1. Any member of the SPAD Club can propose a fundraising idea.
2. Fundraising proposals should be made to the Financial Officer who will bring the idea before the Executive Council.
3. Upon approval of the idea by the Executive Council, the President will present the idea to the club membership at the next scheduled meeting. Upon vote approval, the fundraiser will be carried out.
4. If applicable, the advisor will be contacted to oversee any legally binding contracts.

For all fundraisers, funds raised will be distributed as follows:

1. 100% of all funds raised will go directly to the SPAD Club general fund.

APPENDIX III

The Sport Administration Club Ad-Hoc Committee Policy

2. The Sport Administration Club Executive Council will appoint a committee composed of:
 - a. One Executive Council member
 - i. The President will appoint the Executive Council representative. If the President is the member up for impeachment, the Vice President will select the committee member.
 - b. Two voting members of the SPAD Club
 - i. One voting member bringing forth the charges.
 - ii. One voting member not bringing forth charges.
 - c. In the case of an Ad-Hoc Committee for the impeachment of an Executive Council member, the club advisor will become part of the committee.
3. If the committee by majority vote finds the charges set forth to be valid, then the findings are presented to the voting representatives at the next regularly scheduled SPAD Club meeting.
4. The committee shall then present their findings to the voting representatives for a decision. The findings will be presented in a written format, and may be discussed during the meeting. A decision for the findings shall be reached by a vote of two-thirds of the voting representatives.
5. The final report, including the final decision, will be given to the Executive Council for placement in the official record keeping binder.

APPENDIX IV

Active SPAD Club Committees

1. Scholarship Committee

- a. Responsibilities
 1. Review application criteria
 2. Establish application process timeline
 3. Maintain impartiality for all applicants
 4. Complete the process and designate winners prior to the SPAD Department Golf Scramble
 5. Make Scholarship presentation to winners at the Golf Scramble
 6. Maintain minimum of three (3) members
 7. Committee Chair must attend Executive Council meetings
- b. Timeline
 1. January – Scholarship Application to members
 2. Late February – Application Deadline
 3. March – Application Review & Applicant Interviews
 4. April – Scholarship Awarded at Golf Scramble

2. Fundraising Committee

- a. Responsibilities
 1. Provide the club with opportunities for event management experience
 2. The planning and organizing of at least one (1) fundraising event per semester (softball tournament, volleyball tournament, basketball tournament, etc.)
 3. Seek other fundraising opportunities to fund club activities as necessary
 4. Committee Chair must attend Executive Council meetings
- b. Timeline
 1. Second Meeting of semester – Present membership with 3 – 5 fundraising possibilities
 2. Third Meeting of semester – Update membership if fundraiser has not already been held
 3. Fourth meeting of semester – Present membership with full evaluation report of fundraiser

3. Social Committee

- a. Responsibilities
 1. Provide the club with opportunities for Public Relations and to socialize with one another
 2. The planning and organizing of at least one (1) fun event per semester
 - a. The event should be something in which members can gain some experience in areas related to our field. For instance, a cookout, dance, trivia night, etc.
 - b. Be creative
 3. Social events should appeal to the club as a whole and not be targeted for a specific group of members

4. Committee Chair must attend Executive Council meetings
- b. Timeline
 1. Second Meeting of semester – Present membership with 2 or 3 social possibilities
 2. Third Meeting of semester – Update membership if a social has not already been held
 3. Fourth meeting of semester – Present membership with full evaluation report of social event

4. Special Events Committee

- a. Responsibilities
 1. Provide the club with opportunities for its members to become more knowledgeable
 2. Seek conferences club members may be interested in attending
 - a. The goal is to attend one (1) conference per semester
 3. Plan and organize at least one (1) facility tour per semester
 4. Committee Chair must attend Executive Council meetings
- b. Timeline
 1. Second Meeting of semester – Present membership with 2 or 3 conference options & 2 or 3 facility tour options
 2. Third Meeting of semester – Update membership on conferences & facility tour plans
 3. Fourth meeting of semester – Present membership with full evaluation report of trips taken

**** We may not be able to do everything we would like to do every semester. It is the committees' responsibility to brainstorm ideas and bring their suggestions before the membership for vote approval. Additionally, committees will not be expected to do everything on their own. They will receive the help of the entire club. It is their responsibility, however, to let the membership know what they need.