

CONSTITUTION

Article I: Name

The name of this organization shall be the Sport Management Club (SMC)

Article II: Purpose

The purpose of the club is to provide Sport Management Majors with an opportunity to practice the applied aspects of their field. The club will provide majors with resume building opportunities in the area of athletic event organization. Club members will also have opportunities to attend presentations/forums related to the field.

Article III: Membership

1. Who may join:

- a. While the club was designed for Sport Management Majors, any Aquinas student who is interested in the applied aspects of athletic event management is welcome to join.
- b. Club membership is limited to currently enrolled students of Aquinas College.
- c. The club will not discriminate on the basis of age, color, gender, handicapped status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

2. Membership Status:

- a. Because SMC is a working club designed to be a resume builder, members in good status will receive a membership certificate each year which will indicate their level of involvement in the club. Involvement will be expressed via meeting attendance, volunteer hours logged, leadership roles taken, and fundraising efforts. In addition, members are expected to contribute ideas and create and implement events.
- b. Certified Member: in order to maintain certified member status, members must meet the following minimum criteria:
 - Attendance at 80% of scheduled meetings (must attend annual meeting)
 - Assessed by roll call
 - Completion/quality of agreed to tasks
 - Assessed by peer evaluation forms
 - Work all club sponsored events (exceptions to be approved by president)
 - Assessed by roll call

3. Termination of membership and reinstatement:

Members who habitually miss meetings or fail to complete agreed to assigned duties will be terminated as members for the academic year. Terminated members may rejoin the following academic year.

Actions warranting member termination include:

- Excessive missing of meetings
 - To be assessed on a semester basis
- Failure to complete an assigned task or poor quality of work
 - To be assessed after each event
- Failure to follow through with pledged commitments
 - To be assessed after each event

In the case that a member is not fulfilling his or her duties, he or she will receive a verbal warning on the first account, followed by a written warning on the second account, and finally a written request for resignation on the third account. The President, Vice-President, and Advisor will handle all grievances, warnings, and resignation requests.

Article IV: Officers

Section 1.

President:

Qualification and Election of:

- The President is elected annually in a ballot vote by the general membership of SMC by April 1.
- The President will serve from April 15 of the elected year to April 30 of the following year. The first 15 days of service will be a time of transition with the outgoing President.
- The President must have been a member for at least two semesters beginning January 2009 (with exception of 1st year of organization).
- The President is required to attend Leadership Day per College policy

Duties of:

- Maintain integrity and the mission of SMC.
- Build and maintain relationships with executives among other student organizations.
- Prepare for and lead all Executive Committee meetings and all general membership meetings.
- Work with the Vice President in selection of Executive Directors.
- Work with the Executive Directors to develop future events and projects.
- Maintain positive working relationship with SMC Advisor.

Vice-President:

Qualification and Election of:

- The Vice-President is elected annually in a ballot vote by the general membership of SMC by April 1
- The Vice-President will serve from April 15 of the elected year to April 30 of the following year. The first 15 days of service will be a time of transition with the outgoing Vice-President.
- The Vice-President must have been a member for at least two semesters beginning January 2009 (with exception of 1st year of organization).
- The Vice-President is required to attend Leadership Day per College policy

Duties of:

- Represent SMC at Student Senate meetings
- Assist the President with any and all tasks necessary, including: selection of applied positions, preparation for meetings, general promotion of SMC through building and maintaining relationships.
- Maintain relationships with both advisor and College Officials on all levels.
- Arrange member only special events i.e., speakers, conferences
- Chair meetings in President's absence

Section 2.

Executive Committee Members

Qualification and Selection of:

- In addition to the President and Vice-President, there are 5 other seats on the Executive Committee: Director of Public Relations and Membership, Director of Marketing and Advertising, Director of Event Logistics, Director of Fundraising, Director of Finances, who will serve the same term stated above. The Executive Committee will total 7 students.
- For all positions on the Executive Committee there will be an application, interview, and selection process guided by the President, Vice President, and Advisor. Individuals are to apply for Executive positions in the spring of a given academic year to serve the following academic year, with the exception of our first year as a club.
- Candidates for Executive Committee must have been a member for at least one semester beginning January 2009 (with exception of 1st year of organization).

Duties of:

- Each Executive Committee member shall attend all Executive Meetings, general membership meetings, and subcommittee meetings as needed.
- Each Executive Committee member shall attend Leadership Day per College policy.

Director of Public Relations and Membership: The Director of Public Relations oversees the publicizing of SMC to the College campus. This director will be responsible for recruiting new members and volunteers to work at SMC events and for communications pieces about the club to be released to The Saint student newspaper and The Moose. In addition, this director will oversee the content of the club's web site and facebook/myspace pages. This director will also maintain club records and meeting minutes. This director's duties may be accomplished through a subcommittee of project managers. This director will work closely with the Director of Marketing and Advertising.

Director of Marketing and Advertising: This director oversees the marketing/advertising of SMC sponsored events to the campus and the Grand Rapids community via radio, print media, TV, brochures, posters, displays and other communication forms. This director will work in coordination with the Director of Public Relations to be sure that SMC event information is disseminated through the avenues under the Public Relations. This director's duties may be accomplished through a subcommittee of project managers.

Director of Event Logistics: This director oversees setup and coordination of on-campus events. This director will coordinate events and direct volunteer efforts. This director will work closely with the Director of Public Relations and Membership so that recruitment is in harmony with personal needs. This director's duties may be accomplished through a subcommittee of project managers.

Director of Finances: The Director of Finances will be in charge of all matters of treasury. Managing SMC's account, setting a budget, and working with the Executive Directors to see that the budget is adhered to are all tasks of this director. This director will work closely with the Director of Logistics in matters of SMC event entrance fee and registration table processes.

Director of Fundraising/sponsorship: This director will oversee sponsorships, fundraising and inventory of donated items. This director will work closely with the Director of Marketing to

be sure that all sponsors are given proper credit and exposure. This director will also work closely with the Director of Finance in the handling of cash donations.

Article VII: Advisor

Responsibilities of Advisor to SMC:

1. Ensure that meetings are properly scheduled. Serve as a resource person at regular executive meetings, as well as functions of the organization. An advisor must be present at all organization functions and programs.
2. Assist with the formulation and/or revision of the organization's constitution and bylaws.
3. Encourage and assist the organization to carry on an active and significant program. Work with the officers and promote efficient and effective administration of the organization.
4. Assist the treasurer in maintaining accurate accounting procedures and formulating an annual budget.
5. Advisors will assist in orienting new officers to their positions and developing leadership skills of members.
6. Be prepared and skilled in handling major problems or emergencies within the organization.
7. If it is necessary for an advisor to resign his/her position as advisor, he/she should notify the organization and the Campus Life Office two weeks prior to resignation.

Responsibilities of Advisor to the College:

1. The advisor to a student organization must be familiar with College policies and regulations and the particular organization that he/she advises.
2. The advisor should make sure that all members have receipts for monies given for payment and that members have weekly/monthly reports on expenditures.
3. On travel related activities, participants are required to complete the Overnight Trip Form.
4. The advisor is expected to attend all meetings of advisors held by the Campus Life Office and further, to serve as an active liaison between the student organization and the Campus Life Office.

Responsibilities of Members of SMC to their Advisor:

1. The student organization is responsible for recruiting potential advisors. The organization will request that the advisor sign the registration form and enter an initial letter of intent to serve as the advisor for the group.
2. Groups must plan their meetings at a time when the advisor is able to attend. Invite him/her to all activities. The executive members should also meet regularly with the advisor to discuss organizational matters.
3. Check all dates with the advisor before scheduling special meetings or social activities.
4. Ask the advisor for his/her opinion and advice when difficulties arise within the organization. Make use of his/her background and experience within the organization and the College. Do not go "over his/her head" or bypass him/her in working out problems and plans. Always talk over program plans with him/her first.
5. Officers must keep the advisor fully informed of the programs and activities of the organization and the progress being made in carrying out plans.
6. Necessary expenses of the advisor for social affairs and activities of the organization should be paid for by the organization.
7. An updated copy of the organization's constitution must be given to the advisor.

Article VIII: Meetings

1. Annual meetings: There shall be an annual meeting of the organization each year in the month of March on the day closest to April 1 a time established by the Executive Committee.
2. Regular meetings are usually held the 1st and 3rd Wednesdays of each month for organizational purposes (excluding finals week and scheduled breaks).
3. Special meetings of the organization may be called by the organization.
4. Notice: will be posted for annual and special meetings two weeks prior to the meeting.
5. Quorum: $\frac{3}{4}$ of membership

Article IX: Parliamentary Authority

1. All meetings shall be conducted according to the procedures specified in most recent edition of Robert's Rules of Order.
2. The presiding officer shall appoint a parliamentarian to advise on parliamentary matters.

Article X:

1. Standing Committees shall be established and their functions determined by the Executive Committee. Members shall be appointed by the Executive Committee member overseeing each sub-committee.
2. All committee action must be approved by the Executive Committee