Constitution and By-Laws of the Sport Administration Major's Club
Indiana University of Pennsylvania
Indiana, PA 15705

Article I: Name

A. The name of the organization will be the Sport Administration Major's Club.

Article II: Purpose

A. To create and stimulate an atmosphere of concern for progress in the Sport Management Field.
B. To encourage greater social and professional cooperation among those interested in the Sport Management field.
C. To participate actively in the affairs of the North American Society for Sport Management (NASSM).
D. To use the special knowledge and skills of the members to serve the entire student body.
E. To provide opportunities for contact with various professional organizations and career possibilities, research advancements and acquaintance with the philosophy and experiences of students enrolled in the Sport Administration major.
F. To participate actively in the affairs of other sports organizations and/or charities to further the work of said organization(s).

Article III: Membership

A. Membership is open to all Sport Administration majors without regard to race, lifestyle, color, religion, disability, national origin, sexual orientation or gender.
B. An active member is constituted as someone who attends at least 55% of the general meetings and actively participates in club events.
C. Active participation is at the discretion of the Executive Board.
D. If a member is unable to attend 55% of the meetings they may reach out to the president who can grant active membership at his/her discretion.
E. All members must represent the club in at least one event per semester.

Article IV: Executive Board

A. The officers of the Executive Board shall be: President, Vice-President, Secretary, Treasurer, Publicity Officer and the Advisor in an advisory capacity.
B. Other officers may be added to the Executive Board at the discretion of the Executive Board and/or the President.

Article V: Duties of the Executive Board

A. The duties of the President shall be:
    1. To preside over all meetings.
    2. To cooperate with the advisor in establishing policies and to meet with advisor to discuss club progress.
    3. To be an ex-officio member of all committees.

4. To call special meetings.
5. To appoint all committees.
6. To establish all meeting dates.
7. To develop with a list of objectives for the next year.

B. The duties of the Vice-President shall be:
1. To preside over all meetings in the absences of the president.
2. To be an assistant to the president as an ex-officio member to all committees.
3. To perform all other customary duties.
4. To aid president in duties.
5. To develop with the president a list of objectives for the next year.

C. The duties of the Secretary shall be:
1. To keep minutes of all meetings.
2. To copy and submit copies of all minutes to the Executive Board.
3. To carry on all necessary correspondence.
4. To take pictures at events.

D. The duties of the Treasurer shall be:
1. To take care of all financial transactions of the organization for the school year in cooperation with the Executive Board.
2. To keep records of the financial activities of the club.

E. The duties of the Publicity Officer shall be:
1. To create flyers and hang up in appropriate areas for all meetings and events.
2. To maintain the website and social media pages.
3. To put out a newsletter monthly or per semester, at the discretion of the President.
4. To maintain the bulletin board(s).

Article VI: The duties of the advisor shall be:

A. The advisor will serve the best interest of the organization. They are responsible to make sure that all business conducted by the organization complies with university policies.

Article VII: Power of the Executive Board

A. The powers of the executive board shall be:
1. To plan the agenda of the meeting.
2. To postpone meetings.
3. Organize events and meetings to present to the general assembly.
4. To determine active membership for all members.
5. To remove members from club due to unpaid dues or other reason that may be detrimental to the club as a whole.

Article VIII: Elections

A. The offices of President and Vice-President shall be filled from within the remaining Executive Board members.
B. Other officers shall retain their positions until their graduation(s).
C. Any other vacancies shall be filled from volunteers from the general assembly. They shall be voted upon by the club members.

D. Only club members who have paid their dues are eligible to vote.
E. Officers shall be elected annually in the beginning of April and shall take office immediately with the current executive board.
F. In the case of a tie, the members shall vote for one of the tied candidates in a separate tie breaking election.
G. All officers must be upperclassmen for the semester in which they take office.
H. An upperclassman is defined as anyone other than a freshman during his or her term.
I. All officers must have a GPA of at least 2.3.

Article IX: Vacancies

A. All vacancies, which occur, shall be filled by nominations made by the executive board and voted for by the organization membership.

Article X: Meetings

A. Meeting of the organization shall be held at least twice a month at a time and place decided upon by the president.
B. The Executive Board shall meet through verbal, written or email communication at least once a week, preferably through verbal communication.
C. Special meetings may be called or cancelled by the Executive Board and/or the president.
D. Except for special meetings the following order of business is prescribed:
    1. Call to order
    2. Unfinished business from previous meeting.
    3. Reports from committees.
    4. New business.
    5. Miscellaneous business.
    6. Adjournment.

Article XI: Amendments

A. Amendments to this constitution may be proposed by the members and approved by a 2/3 vote of members in the organization present at the designed meeting time. Members should be notified in advance that an amendment is in question. Amendments cannot be significantly changed or eliminated because of university recognition.

Article XII: By-Laws

A. Robert's Rules of Order shall decide all questions of order not prescribed in the constitution.
B. Dues:
    1. Dues shall be $5.00 a semester or $8.00 for the whole year if paid in full at one time.
    2. Dues will be paid to the treasurer and recorded by the secretary.
    3. Loss of membership shall result and be effective until dues are paid.
    4. All members, including officers, must pay dues.