

OPERATING CODE
NORTH CAROLINA SPORT MANAGEMENT COALITION
(Approved May 2021)

I. NAME

- a. The name of this governing body shall be the North Carolina Sport Management Coalition (NCSMC) Board.

II. PURPOSE

- a. The purpose of the North Carolina Sport Management Coalition (NCSMC) is to promote and advocate for the sport management profession and to provide learning experiences and professional development for its members and future professionals.

III. MEMBERSHIP

- a. Individual members of NCSMCPERD-SM select NCSMC as an association within the alliance.

IV. ORGANIZATION

- a. This Association shall be a standing association of NCSMCPERD-SM.
- b. The NCSMC Board, the Executive Committee, and a regular business meeting of members shall govern the Association.
- c. The Executive Committee of NCSMC shall consist of Past President, President, President-Elect, and Vice-President.
- d. The NCSMC Board shall consist of nine voting members: A Past President, President, President-Elect, and Vice-President, At-Large Representative, and one College/University Representative.
 - i. All officers shall assume office upon the close of the annual meeting.
 - 1. All officers must be NCAAHPERD-SM members and in good standing.
 - 2. The Past President, President, President-elect, and Vice-President shall serve terms of one year.
 - a. Each year a Vice-President shall be elected with the other officers rotating to the next position.
 - b.
 - 3. The At-Large Representative and one College/University Representative shall be elected for two-year terms.
 - 4. The Association President shall appoint a Secretary for a one-year term at the annual meeting. The secretary may serve repeat terms.
 - 5. The Association President an appoint one Sport Industry Professional to serve as an Ex-Officio member to the NCSMC Board.
- e. No members of the NCSMC Executive Committee shall be eligible for reelection during the two years immediately following the completion of their term on the NCSMC Board. In special instances, the NCSMC Executive Committee may decide to waive the two-year requirement.
- f. The At-Large Representative, College/University Representative, and Secretary are eligible at any time during or after their terms of office to be nominated for Vice-President and, if elected, serve as an executive officer of the Association.
- g. The Secretary will be a designated individual presently serving on the NCSMC Board as appointed by the President (dual role). The Secretary is responsible for taking and disseminating minutes to all appropriate personnel.
- h. Members of the NCSMC Executive Committee Board who do not meet their obligations (including, but not limited to duties described in the operating code, maintaining NCSMCPERD-SM membership, etc.) may be removed and replaced by the Executive Committee. The decision may be appealed to the full NCSMC Board.

V. CONDUCT OF BUSINESS

- a. Meetings of the NCSMC Board shall be held at the Annual Convention and at additional times set by the Executive Committee.
- b. A business meeting of the membership shall be held during the Annual Convention. All Members of the Association shall be eligible to participate.
- c. The agenda of the NCSMC Board meetings shall be as follows:
 - i. CALL TO ORDER
 - ii. MINUTES
 - iii. APPROVAL OF AGENDA
 - iv. FINANCIAL REPORTS
 - v. OLD BUSINESS
 - vi. NEW BUSINESS
 - vii. COMMITTEE REPORTS
 - viii. ADJOURNMENT
- d. Meetings will be conducted according to Roberts Rule of Order.

VI. DUTIES AND RESPONSIBILITIES OF THE NCSMC BOARD

a. Officers of the Board:

i. The President Shall:

- 1. Represent NCSMC on the NCSMCPERD-SM Executive Committee.
- 2. Serve on the Executive Committee of the NCSMC Board through regular attendance at meetings.
- 3. Preside at NCSMC Board Meetings.
 - a. Set the agenda for Board meetings.
- 4. Serve as financial officer of the Association.
 - a. Establish budget and maintain financial records.
 - b. Report to the appropriate Alliance representative.
- 5. Make appointments as needed for the implementation of Association business.
- 6. Appoint individuals to fill vacancies before the term expires.
- 7. Appoint a review committee for the NCSMC Grant Programs.
- 8. Ensure a NCSMC Board member attends the Southern District AAHPERD leadership development conference. Serve as Association delegation to Southern District or provide for the election of an Association delegate.
- 9. Provide NCSMC news items to the Editors of the Journal and Newsletter for each issue.
- 10. Prepare an end of the year report to NCSMCPERD-SM and the NCSMC Board.
- 11. Represent the NCSMC as needed during term of office.
- 12. Oversee the selection process of NCSMC awards as required for the NCAAHPERD-SM Awards Banquet.
- 13. Attend the NCAAHPERD-SM annual convention.
- 14. Assist in planning and conducting the NCSMC convention programming.

ii. The President-elect shall:

- 1. Represent NCSMC on the NCSMCPERD-SM Executive Board.
- 2. Serve on the Executive Committee of the NCSMC Board through regular attendance at meetings.
- 3. Be responsible for planning and conducting of convention programming.
- 4. Work on duties as designated by the President.
- 5. Assume the duties of the President in the event that the President cannot fulfill those duties.
- 6. Provide NCSMC news items to the Editors of the Journal and Newsletter for each issue.
- 7. Attend the NCAAHPERD-SM annual convention

iii. The Vice-President shall:

1. Attend NCSMCPERD-SM Executive Board meetings as an observer; serve as a proxy on votes if the President or President-elect is unable to attend.
2. Maintain/update an accurate database of Sport Management professors in North Carolina.
3. Serve on the Executive Committee of the NCSMC Board through regular attendance at meetings.
4. Assist the President-Elect with convention programming.
5. Serve on the awards committee to determine:
 - a. Sport Management Professor of the year and Sport Management Professional of the year. and other associated awards.
 - i. Present recipients to Vice President of NCSMCPERD-SM as required for NCSMCPERD-SM Awards Banquet
6. Work on duties as designated by the NCSMC President.
7. Assume the duties of the President in the event the President and President-elect are unable to fulfill those duties.
8. Support NCSMC convention programming.
9. Attend the NCAAHPERD-SM annual convention.

iv. The Past-President shall:

1. Attend NCSMCPERD-SM board meetings to serve as a proxy on votes if two of the other three officers are unable to attend.
2. Serve on the Executive Committee of the NCSMC Board through regular attendance at meetings.
3. Act as an advisor to the President and President-elect.
4. Chair a committee to select nominees for the NCSMC Board.
5. Prepare a ballot for election of Board members.

v. The Secretary shall:

1. Serve on the NCSMC Board through regular attendance at meetings.
2. Keep minutes of Board meetings and distribute to all members of the Board.
3. Prepare and distribute communications (announcements, newsletters) and conduct other communication as directed by President.

vi. The At-Large Representatives shall:

1. Serve on the NCSMC Board through regular attendance at meetings.
2. Serve as liaison between NCSMC Executive Board and members in their particular region.
3. Participate in planning one annual event.
4. Work to promote NCSMCPERD-SM membership and NCSMC goals.
5. Coordinate nominations for the annual awards.

vii. The College/University Representatives shall:

1. Serve on the NCSMC Board through regular attendance at meetings.
2. Serve as a liaison between NCSMC Executive Committee and Institutions of Higher Education (IHE).
3. Assist in implementation of non-convention programming.
 - a. Involvement in the Higher Education Meeting held in conjunction with the annual NCSMCPERD-SM Convention if necessary.
4. Represent the NCSMC at IHE programming related to Sport Management.
5. Promote NCSMCPERD-SM membership and NCSMC goals within IHEs.

VII. REVISION OF THE OPERATING CODE

- a.** Revisions to the Operating Code shall be submitted to the NCSMC Board for consideration and final action.
- b.** Any proposed revisions to be considered at the NCSMC Board meeting must be submitted to the President at least thirty (30) days prior to the date of the meeting.
- c.** The proposed revisions to be considered must be presented to and approved by the NCSMCPERD-SM Board of Directors.
- d.** The membership shall be informed of revisions of the Operating Code.