

COLLEGE ATHLETIC BUSINESS MANAGEMENT ASSOCIATION

CONSTITUTION

Article One NAME

The name of this organization shall be "College Athletic Business Management Association."

Article Two PURPOSES

To promote the establishment, maintenance and implementation of the highest standards of integrity and efficiency in the scope, policies and procedures of management and administration of business in the athletic departments and associations of colleges and universities, and such other or additional purposes as may be from time to time adopted and approved at meetings of its members.

Article Three LEGISLATIVE POWERS

Section 1. The College Athletic Business Management Association shall have the power to consider and adopt principles of policy and conduct in the administration and management of college athletic business, in furtherance of the purposes recited in this Constitution, and to enact by-laws, rules and same; also, to appoint special standing or special committees to serve in aid thereof.

Section 2. The authority to adopt principles, policies, by-laws and their rules and regulations and to provide for their support shall reside solely in the membership and shall be expressed and take effect only through records of action taken at the annual meetings of the members, by mail ballot or at their special meetings called to act upon a proposal specified in the notice of such special meetings.

Article Four MEMBERSHIP

Section 1. Eligibility and qualifications for membership in the Association shall be determined by the existing members at annual or special meetings.

Section 2. The Association shall have such members as shall apply for membership who agree to comply with the provisions of this Constitution, its by-laws, rules and regulations.

Section 3. The membership of the Association shall be composed of regular, exhibitor and life members.

- a. Athletic business managers, directors of ticket sales, directors of athletics and their assistants, fund raisers, facility managers, and individuals performing similar duties but under different titles, connected with colleges, universities and conference offices, shall be eligible for regular membership.
- b. Exhibitors will also be eligible to be members in any year that the company exhibits at the Association's annual convention.
- c. Individuals, who in the opinion of the Executive Committee, have a strong interest in the objectives and program of this Association, but who do not conform to part a. above, shall also be eligible for membership.
- d. Those who have received the Distinguished Service Award shall be designated as "Life Members."

Section 4. Members enjoy all the rights, privileges and responsibilities of the Association as set forth in the Constitution and By-Laws, and in all rules and regulations lawfully enacted by the membership. Exhibitors and Life Members enjoy similar privileges, but they may not vote.

Section 5. Members shall pay annual dues to the Association, to be paid on or before the annual meeting.

Section 6. Upon the termination of membership by any means, all rights of any member in this organization and to the assets thereof shall cease.

Article Five ORGANIZATION

Section 1. Executive Committee

- a. The business and operations of the Association shall be directed by a body to be known as its Executive Committee which shall consist of the duly elected officers of the Association and the immediate past president. The current president shall preside over all Executive Committee meetings.
- b. The Executive Committee has the power and the duty to direct the affairs and policies of the Association, to bring into effect and maintain its purposes as set forth in this Constitution and as may be directed by act of its members taken at meetings thereof.
- c. The Executive Committee may meet at such times as may be designated by the chair. The date and time of such meetings shall be designated by the chair. The Committee must have at least three (3) members for a quorum to conduct official business.

- d. The Executive Committee has the option of meeting at the proposed convention site for the purpose of coordinating the necessary arrangements for conducting the annual meeting.

Article Six OFFICERS

Section 1. The officers of the Association shall consist of the President and three Vice Presidents, designated as First, Second and Third Vice Presidents. The Second Vice President shall be designated as Treasurer and the Third Vice President shall be designated as Secretary.

Section 2. All officers shall be regular voting members and shall be elected for one year terms.

Section 3. All officers shall be elected by a majority vote of the regular members present at the annual meeting of the Association.

Section 4. In the event a vacancy occurs between annual meetings whether created by death, incapacitation, or resignation of the President and/or Vice Presidents, the office shall be filled in order of ascending office. In the event a vacancy occurs in the Third Vice President position, the Executive Committee may appoint an interim Third Vice President, who will serve until the next annual meeting. If a vacancy occurs in the Past President position, the Executive Committee will appoint another past president onto the Executive Committee.

Section 5. In the event an officer is no longer employed in the field of intercollegiate athletics, he/she may be removed from office at the discretion of the Executive Committee. An officer who is permitted to serve the remaining portion of his/her term will not be eligible to vote or to serve again as an officer unless he/she has resumed employment in athletics at the time of the subsequent annual meeting.

Article Seven MEETINGS

Section 1. The annual meeting of the Association shall be held at the time and place of the annual convention of the National Association of Collegiate Directors of Athletics (NACDA), or at such other time and place as determined by a majority vote of the entire Association's institutions' designated voting delegates.

Section 2. Regular members present upon the roll call of the annual meeting shall constitute a quorum for elections, appointments and all other routine business where this Constitution does not otherwise require a different number.

Section 3. On all motions, proposals, elections or appointments not specifically otherwise described in the constitution or By-laws, a majority vote of the regular members shall carry the motion or proposal.

Section 4. Each institution shall annually designate in writing the individual authorized to cast its vote on matters which are limited to one vote per institution. The name of the voting delegate shall be submitted to the Secretary prior to the commencement of the annual meeting.

**Article Eight
PROVISIONS FOR ACTION AND VOTING BY MAIL**

Questions and/or proposals which are submitted by the Executive Committee and are to be decided by mail or electronic vote without the requirement of any personal attendance at a meeting shall require a two-thirds favorable vote of the entire Association's institutions' designated voting delegates to carry the proposal.

**Article Nine
COMMITTEES**

The By-Laws shall provide for such committees as the Association may consider necessary. The By-Laws may establish the number of members and tenure of all committees established by this Constitution except the Executive Committee.

**Article Ten
AMENDMENTS**

Proposed amendments to this Constitution must be in writing and submitted to the Secretary at least sixty days prior to the annual meeting and at least thirty days notice by mail thereof shall be given by the Secretary to each member. Amendments shall become effective when adopted by two-thirds vote of the institutions' designated voting delegates present at the annual meeting.

**Article Eleven
SAVING CLAUSE**

Section 1. In addition to the specific powers and authority set forth in detail in this Constitution, the Association shall have all the further powers and authority that may be reasonably implied from the provisions of **Article Two-“Purposes.”**

Section 2. Failure of literal or complete compliance with provisions of the Constitution in respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice or proposals, which in the judgment of the members at meetings held, do not cause substantial injury to the rights of the members, shall not invalidate the actions or proceedings of members at any meeting.

BY-LAWS

Article One MEMBERSHIP

Section 1. An individual or institution wishing to become a member of this Association shall make application and payment to CABMA through the National Association of Collegiate Directors of Athletics (NACDA) Clarification for eligibility for membership shall be forwarded to the Executive Committee for approval/disapproval.

Section 2. The annual dues for shall be determined annually by the Executive Committee, and shall be payable on or before the first day of the annual meeting. Members or institutions delinquent in the payment of their dues shall not be permitted to vote at the annual meeting or participate in, or attend, any portion of the program thereof. Membership in the Association shall automatically terminate when the member or institution fails to pay dues for one year. Exhibitor members shall not be permitted to vote during the annual meeting.

Section 3. It shall be the responsibility of all members to actively participate in the program of the Association and to assist the membership, by informed and open discussions, in reaching practical and ethical solutions to common problems pertinent to athletics.

Article Two DUTIES OF OFFICERS

Section 1. PRESIDENT

- a.** The President of the Association shall have such powers and duties as customarily belong to such office.
- b.** The President shall chair the Executive Committee as set forth in the Constitution, **Article Five, paragraph 1 a.**
- c.** The President shall appoint the members of all committees set forth in the By-Laws, unless otherwise noted herein, and other committees considered necessary by the Executive Committee.
- d.** The President shall prepare the agenda of meetings of the members, in advance of the meeting, and a proposed order in which the items thereon shall be taken up at the meeting.
- e.** The President shall countersign all Association checks that exceed an amount to be established by the Executive Committee.
- f.** The President shall initiate and conduct periodic conference calls with the Executive Committee through the year.

- g. The President shall serve as the Association's liaison to NACDA.
- h. The President shall ensure the preparation and distribution of annual membership applications.

Section 2. FIRST VICE PRESIDENT

- a. The First Vice President shall exercise the same powers and duties of the President in his/her absence due to incapacitation, death or resignation.
- b. The First Vice President shall be responsible for the program of the annual meeting, including ensuring the preparation and distribution of meeting information to the membership.

Section 3. SECOND VICE PRESIDENT

- a. The Second Vice President shall exercise the powers and duties of the First Vice President or the President (in that ascension) in his/her absence due to incapacitation, death or resignation.
- b. The Second Vice President shall be primarily responsible for the solicitation and coordination of sponsors and exhibitors, including exhibitor space and storage, contribution acknowledgments and the exhibitor reception.
- c. The Second Vice President shall serve as Treasurer of the Association and prepare periodic financial statements for review by the Executive Committee.
- d. The Second Vice President shall be responsible for the collection and deposit of dues, fees and/or other income, the disbursements of all approved expenses and the maintenance of all bank accounts.
- e. The Second Vice President shall prepare and file the annual Internal Revenue report.

Section 4. THIRD VICE PRESIDENT

- a. The Third Vice President shall exercise the powers and duties of the Second Vice President, First Vice President or the President (in that ascension) in his/her absence due to incapacitation, death or resignation.
- b. The Third Vice President shall serve as Secretary of the Association.
- c. The Third Vice President shall assist all officers with emergency problems arising during the annual meeting.

- d. The Third Vice President shall conduct the annual gift exchange.
- e. The Third Vice President shall have primary responsibility for membership development including communication, and coordination of meetings, with the Membership Committee.
- f. The Third Vice President shall record and distribute the minutes of the Executive Committee meeting(s) and conference calls.
- g. The Third Vice President shall assist the Second Vice President with on-site responsibilities at the annual meeting.
- h. The Third Vice President shall maintain membership, organizational and historical files.
- i. The Third Vice President shall compile and maintain a list of each institution's designated voting delegate.
- j. The Third Vice President shall coordinate registration at the annual meeting.
- k. The Third Vice President shall be responsible for the compilation of the minutes of the annual meeting.

Article Three COMMITTEES

Section 1. AWARDS

- a. This Committee shall set criteria and standards for recognizing the achievements of our members. The criteria shall be reviewed and approved by the Executive Committee. All regular members shall be eligible to vote for award recipients which require a vote of the membership. Voting can be either by mail, electronic means or in person at an annual or special meeting.
- b. This Committee shall be chaired by a Past President.

Section 2. CONSTITUTION

- a. This Committee shall consider all proposed legislation and report to the membership the effect of such proposals upon the existing Constitution.
- b. A member of this Committee, appointed by the President, shall act as the parliamentarian at the annual meeting of the Association.

- c. This Committee shall be composed of the four most immediate Past Presidents who are currently members of the Association. The Past President who served first among the four as President shall be the Committee Chair.

Section 3. PUBLICATIONS

This Committee, appointed annually by the Executive Committee, shall be responsible for the public relations and publicity programs of the Association in explanation of its objectives and projects and publicizing its accomplishments. Such programs shall include, but not be limited to, industry publications and the Association's Web site and listserver.

Section 4. PROGRAM

- a. This Committee shall have the responsibility of assisting the First Vice President in the planning of the annual meeting of the Association.
- b. This Committee shall be composed of members selected by the First Vice President.

Section 5. NOMINATING

The Nominating Committee will consist of the three most immediate Past Presidents who are currently members of the Association and the current Second Vice President and Third Vice President. The Chair of this Committee shall be the immediate Past President.

Section 6. MEMBERSHIP

This Committee shall be responsible for assisting the officers in identifying eligible individuals and encouraging them to initiate or maintain active membership in the organization. The committee will also be responsible for assisting the officers and the Program Committee with the operations of the annual meeting.

Section 7. OTHER

Other Committees may be appointed by the President as deemed necessary.

Article Four AMENDMENTS

Proposed amendments to the By-Laws must be in writing and submitted to the Secretary at least sixty days before the meeting at which they are to be considered and acted upon. A thirty day notice by mail shall be given by the Secretary to each member. Amendments shall become effective when adopted by two-thirds vote of those voting delegates present at the annual meeting.

Adopted January 1972, Amended January 1983,1987,1991,1994, 1997; June 2002, June 2005