Sports and Entertainment Association
Bylaws for Governance
Revised 3/14/2013

1) Mission
   a) The Sports and Entertainment Association (SEA) enhances the value of the student experience at the UC Davis Graduate School of Management (GSM) by creating a collaborative community that facilitates academic, social, and professional growth.
   b) The SEA provides a framework for students to gain insights and access to the sports and entertainment world of business.

2) Membership and Dues
   a) Membership
      i) The membership of the SEA is comprised of current full-time MBA and MPAc students at the GSM.
      ii) Membership entitles full access to SEA activities and events.
      iii) A per-event fee may be imposed on any student wishing to participate in an SEA sponsored event.
          (1) The per-event fee shall be determined by the Board of the SEA.
   b) Non-Members
      i) Non-member students of the Daytime MBA Program and MPAc program are encouraged to participate in SEA sponsored events.
      ii) A per-event fee may be imposed on any student wishing to participate in an SEA sponsored event.
          (1) The per-event fee shall be determined by the Board of the SEA.

3) SEA Board Meetings
   a) SEA Board meetings shall be regularly scheduled and be open to all students.
      i) The SEA Board reserves the right to hold unscheduled closed meetings of the Board as needed.
   b) Minutes for all scheduled meetings will be taken and posted on the SEA website.
      i) Minutes for any closed meeting of the Board shall be taken, but will be maintained by the President of the Board.
   c) SEA Officers and Representatives are expected to attend all SEA Board meetings. If necessary, absence is strongly discouraged and should be coordinated with the SEA President prior to the meeting.
      i) Repeated absence from SEA Board meetings could lead to removal from office.

4) Voting and SEA Board Decisions
   a) The SEA Board, in acting in the best interests of the SEA, should make every effort to make decisions by consensus.
   b) If, after all officers have expressed their opinions and a consensus cannot be reached, a vote shall be taken following these guidelines:
      i) Each officer will be given one vote. Only board officers may vote, with the understanding that they represent the membership.
      ii) Simple majority determines the decision.
      iii) Votes by proxy are not allowed.
iv) Voting can be done with non-SEA Board officers present at the discretion of the SEA President.

5) SEA Board

a) The SEA Board consists of four MBA student officers. (Possibly a member of the GSM staff)
b) Each MBA student officer is entitled to a vote on any measures brought to a vote by the Board.
c) The GSM staff member (if applicable) shall not have a vote for any measure brought to a vote by the Board.

d) SEA Board Officers Code of Conduct and General Duties

i) Officers work as a team in the fulfillment of the general mission of the SEA and the specific responsibilities of each officer as stated below. All officers are expected to perform duties beyond their position’s description as necessary.

ii) Officers shall champion the ethical standards expected of all members of the GSM and UC Davis communities, keeping in mind the spirit of the UC Davis GSM Ethics Pledge.

iii) Officers shall represent the GSM when required.

iv) Officers are expected to involve all SEA members in organizing activities as much as possible. Many of the responsibilities listed for each officer do not require that the officer personally conduct the activity; other members of the SEA may be appointed instead. The officer is merely responsible for seeing that the duty is completed.

(1) Non-officers of the SEA are not expected or required to complete task assigned by the SEA Board unless the volunteer to do so.

v) Officers shall maintain records in accordance with the ASM Policies and Procedures document to facilitate knowledge flow to each new set of officers.

vi) There shall be no co-positions for any SEA Board officer positions.

e) President

i) The SEA President shall:

(1) Coordinate the activities of the SEA officers and SEA events.
(2) Facilitate SEA meetings, to include setting an agenda and scheduling meetings.
(3) Send relevant GSM announcements to the school.
(4) Work with the Administration, Director of Student Affairs, ASM Vice President and the ASM Board to organize and facilitate a large annual networking event (i.e. Golf tournament)
(5) Communicate SEA updates to the ASM Vice president.
(6) When necessary meet with the Dean of the GSM, the Assistant Dean of Student Affairs and MBA Program Manager to facilitate information transfer between the faculty, staff and the SEA.
(7) Facilitate the transition process after the election of new SEA Board officers.

f) Vice President

i) The SEA Vice President shall:

(1) Facilitate any SEA Board meeting that the President cannot attend.
(2) When necessary meet with the Assistant Dean of Student Affairs and MBA Program Manager (along with the SEA President) to facilitate information transfer between the faculty, staff and SEA.
(3) Serve as the student liaison to Career Services and Student Affairs.
(4) Manage the SEA Bylaws and Policies and Procedures document, and develop any additional governing documents that ensure the smooth operations of the SEA.
(5) Organize feedback sessions and compile and present findings to the SEA Board and appropriate members of the faculty, staff and administration.
(6) Record and maintain SEA membership lists.
(7) Spearhead any efforts to address issues that arise as directed by the President.
(8) Aid the SEA President in the planning efforts of the quarterly events and the annual network event (i.e. Golf Tournament, Celebrity Speaker).

g) Director of Finance
i) The SEA Director of Finance and Operations shall:
(1) Prepare and maintain the SEA budget
(2) Communicate with the SEA board regarding their ASM event funding allocation.
(3) Represent SEA Club interests to ASM, to include requests for special funding beyond what ASM allocates.
(4) Keep financial records of all revenues and expenses.
(5) Keep the SEA’s funds in the ASM account and manages said funds in coordination with the ASM Director of Finance and Operations.
(6) Serve as liaison for the SEA with the GSM Business Office and Facilities staff.

h) Director of Marketing and Communications
i) The SEA Director of Marketing and Communications shall:
(1) Take minutes during each SEA meeting, and make those minutes available to the ASM in a timely manner.
(2) Market all SEA specific events
(3) Maintain the SEA website according to the ASM bylaws and other relevant webpage accounts (e.g. eventbrite, mailchimp, etc.)
(4) Oversee and ensure SEA website maintenance and calendar updates in accordance with the ASM bylaws.
(5) Maintain a written and visual history of the SEA and its events, including photos, videos and news stories.
(6) Oversee all design and production of signage, fliers and other promotional materials for SEA sponsored activities.
(7) Coordinate fundraising opportunities
(8) Aid in the planning of all SEA specific events

6) Election of SEA Board Officers
a) SEA Club Officer Elections
i) The ASM Vice President and Club Liaison, with the Club Presidents, will create a schedule and coordinate the election procedure for all Club Officers.
ii) Election timelines will be finalized before the end of Fall Quarter.
iii) Club Officer election deadlines, job descriptions, requirements for nominations, and voting criteria will be distributed during the fifth week of Winter Quarter by the outgoing ASM Vice President and Club Liaison with the assistance of the incoming ASM Vice President and Club Liaison.
iv) Only ASM members in good standing may run for Club Officer positions.
   (1) After Board elections are held, if there are unfilled Board positions, they may be made available to any ASM MBA students.
b) Club Officer Transitions
i) Outgoing Club Officers should develop a transition plan during the Fall Quarter and be prepared to assimilate the incoming Club Officers during the Winter Quarter.

ii) Incoming Club Officers shall take office no later than the first day of Spring Quarter.

7) Term of Office, Replacement of Officers and Removal of Officers
   a) MBA SEA Board Officers Term of Office
      i) Terms begin at the start of Spring Quarter and end at the conclusion of Spring Break.
      ii) Transition Process
          (1) The newly elected SEA officers should be brought into their new responsibilities with an organized transition program run by the outgoing SEA Board.
          (2) This process will be determined by the outgoing SEA Board but shall include ample time, assistance and training.

   b) Replacement of Officers
      i) Candidates should run for SEA Board office only if reasonably sure of being able to serve their full term. If unforeseen circumstances arise and an Officer is unable to complete their term the SEA Board can determine if a replacement is necessary.
      ii) A new election may be held to elect a new officer, but is not necessary.
      iii) The SEA Board officers may, through majority vote, determine appointment procedures and scheduling.
      iv) The duties of the open position may be passed to another SEA Board officer, as determined by majority vote of the SEA Board officers. The officer serving in the new role may retain the duties of their previous Board position, or a replacement can be appointed.

   c) Removal of Officers
      i) An officer may only be removed from office by a unanimous decision.
      ii) All voting officers must be present for a vote of removal to occur.
      iii) The officer being voted on does not have a vote, but shall be present for the vote if they choose.
      iv) Removal of an officer is an extreme situation and must be exercised only if the officer in question has committed a gross dereliction of duty determined to adversely harm the SEA or GSM.
      v) It is highly recommended that the decision to remove an officer be discussed with an ASM before action is taken.

8) Changes to the Bylaws
   a) Changes to the SEA Bylaws may be made by simple majority vote of the current SEA voting officers.
   b) Changes to the SEA Bylaws may also be made by consensus of the President, Vice President and Director of Finance when speed and efficiency are in the best interest of the SEA.
   c) Once a change is made, the Bylaws may simply be rewritten.
      i) A list of changes is not necessary, but the SEA Board should maintain a historical record of old versions of the Bylaws.
   d) Revised bylaws must be posted on the SEA website as soon as possible after changes are made, and a notification of change must be published to all current ASM members.