

BY LAWS OF
CAROLINA SPORT BUSINESS CLUB

Last Revision: 05/09/2025

ARTICLE I – NAME AND PURPOSE

Section 1 – Name: The name of the organization shall be the **Carolina Sport Business Club**. It shall be a nonprofit organization incorporated under the University of North Carolina at Chapel Hill.

Section 2 – Purpose: State the purpose and mission of the organization including objectives: **Carolina Sport Business Club** is organized exclusively for its members and for sport careers and education purposes:

The purpose of this organization is:

The Carolina Sport Business Club (“CSBC”) mission is to support the academic and professional success of University of North Carolina at Chapel Hill students pursuing a career in the sports industry. CSBC seeks to encourage and empower the leadership development of its membership through the identification, partnership, and participation in purposeful business and/or sporting activities. CSBC will achieve this mission through the connection and collaboration of its membership with the faculty, staff, students, athletic department, and businesses of the UNC and Triangle communities.

ARTICLE II – MEMBERSHIP

Section 1 – Eligibility for membership/Active Members: Only currently enrolled UNC-CH students can be active members with the right to vote and hold office. Application for voting membership shall be open to all UNC full-time undergraduate students in good standing that support the purpose statement in **Article I, Section 2**.

Section 2 – Annual dues: **The amount required for annual dues shall be \$10 each year;** unless changed by a majority vote of the members at an annual meeting of the full membership. Continued membership is contingent upon being up-to-date on membership dues.

Section 3 – Resignation and termination: Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the membership. To remove a member or officer, adequate written notice to that person (7 days

minimum) is required before officially removing them from the organization. Due process must be allowed, including the right to speak on one's behalf and the right to an appeal.

Section 4 – Non-voting membership: The board shall have the authority to establish and define non-voting categories of membership.

Section 5 – Non-Discriminatory Statement: The organization abides by the University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following: (A) Membership and participation in the organization must be open to all students without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, or veteran status. Membership and participation in the organization must also be open without regard to sex, unless exempt under Title IX. (B) Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, veteran status or, unless exempt under Title IX, sex.

ARTICLE III – MEETING OF MEMBERS

Section 1 – Regular meetings: Regular meetings of the members shall be held monthly, at a time and place designated by the chair/president/CEO.

Section 2 – Annual meetings: An annual meeting of the members shall take place at the beginning of the Fall semester and at the end of the Spring semester, the specific date, time and location of which will be designated by the CEO. At the annual meeting in the Fall the members shall receive reports on the activities of the association, and determine the direction of the association for the coming year. At the annual meeting in the Spring the members shall elect directors, board members, and officers.

Section 3 – Special meetings: Special meetings may be called by the CEO, the Executive Committee, or a simple majority of the board of directors. A petition signed by five percent of voting members may also call a special meeting.

Section 4 – Notice of meetings: A notice of each meeting shall be given to each voting member, by email, not less than two weeks prior to the meeting.

Section 5 — Quorum: The members present at any properly announced meeting shall constitute a quorum.

Section 6 — Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

**ARTICLE IV – ORGANIZATION STRUCTURE:
BOARD OF DIRECTORS, SENIOR MANAGEMENT, AND MANAGEMENT TEAM**

Section 1 – Board and Management Role, Size: The board is responsible for overall policy and direction of the association, and delegates responsibility of day-to-day operation to the staff and management. **The board shall have not fewer than 4 members.** The board receives no compensation.

The management team shall be constructed from the direction of the board and based on the membership of the organization. The management team shall receive no compensation.

Section 2 – Structure: The Organization shall be set up at the discretion of the CEO, but should be following this structure:



Section 3 – Roles of the Board of Directors and Management Team: The following responsibilities shall be given to each board member and management team member.

Board of Directors:

President/Chief Executive Officer – Determines the Direction and Goals of the Club For The Year; Works with All Members of CSBC to Make Sure Goals are Achieved; Responsible For Finding New Opportunities For CSBC; Identifies CSBC Advisor and is the Direct Contact to Advisor and Student Activities Staff; Responsible For Placing Members in Positions; Continues Ties With Alumni; Has Authority To Remove Members From Positions with Just Cause with Agreement From EVPs; Decides Where New Duties Shall be Allocated; Chairs the Executive Committee

EVP / Chief Operating Officer – Carries Out Assignments From President; Is responsible for the overall *Operations* of the Club; Helps All Positions; Assist the President in Picking Members for Positions; Must Agree With President Before A Member Can Be Removed From a Position; Responsible for Making Sure Everyone is On Task; Present At All Events and Meetings; Fills In For Club Operations Positions if they Cannot Come; Reports to President when Needed; Serves on Executive Committee

EVP / Chief Financial Officer – Carries Out Assignments From President; Is responsible for the overall *Financial* operations of the Club; Responsible for Making Sure Everyone is On Task; Present At All Events and Meetings; Fills In For Club Business development Positions if they Cannot Come; Reports to President when Needed; Reports Club Budget At Meetings; Identifies non-paying members from the Club; Integral Role in Club Fundraising; Collect and Record Club Dues; Serves on Executive Committee

Graduate Advisory Board – Comprised of graduate Law, MBA and/or Sport Administration students; serves at the will of the CEO/President and faculty advisor; members can be removed at the faculty advisor's discretion; purposed to provide guidance, strategies, and business advice to the executive management team to enhance Club operations and finances; Serves on Executive Committee.

Senior Management:

Chief Marketing Officer – Responsible for all CSBC Promotions (e.g., FallFest, Cubes in Pit, Social Media, etc.); Responsible for the Marketing Portion and Promotion of All Events Hosted by the CSBC (e.g., Marketing and Promotion of the Carolina Sport & Fitness Expo and 3-on-3 basketball); Coordinate Marketing Committee to Achieve Marketing Goals; Chairs the Marketing Committee; Reports to COO.

Chief Technology Officer - Responsible for Club Sakai, Website(s) and links; Works with President, EVPs, and Exec. Admin Asst. to Know What To Post on Website; Will Work with Director of Internal and External marketing to Know How to Word Posted Information; Coordinate Technology Committee to Achieve technology Goals; Chairs the Technology committee; Reports to COO.

Chief Career Officer – Responsible for identifying possible partnerships within the UNC and local Triangle community that will assist in Club members connecting for future employment; Focused efforts on identifying what Club members want and need to be successful entrepreneurs or employees; Coordinate

Career Committee to Achieve career Goals; Identify possible guest speakers and workshops; Chairs the Career Committee; Reports to COO.

Chief Business Officer – Responsible for identifying possible financial partnerships or sponsorships within the UNC and local Triangle community that will assist in the Club increasing revenues; Must stay aware of the Club's financial status; Coordinate Business Committee to Achieve financial Goals; Lead solicitation efforts; work closely with marketing committee for best strategies and tactics to secure funding; Chairs the Business Committee; Reports to the CFO.

Management Team:

Director of Internal Marketing – The Club's internal "PR Agent" Revises and Rewords Documents to be Posted On the Club Websites; Coordinates or is the Club Photographer(s); takes Pictures at All Events and Meetings When and Where Photography is Permitted; Edits Photos to Be Placed on Websites and Printed Writes Promotional Material to Be Placed in Daily Tar Heel and Other Print Venues; Finds Ways to Make CSBC known on Campus; Reports to the CMO; serves on Marketing Committee

Director of External Marketing - The Club's external "PR Agent" Revises and Rewords Documents to be Posted On the Club Websites; Coordinates or is the Club Photographer(s); takes Pictures at All Events and Meetings When and Where Photography is Permitted; Edits Photos to Be Placed on Websites and Printed Writes Promotional Material to Be Placed in non-UNC publications and web outlets; Finds Ways to Make SBC known outside of UNC Campus; Reports to the CMO; Serves on Marketing committee

Director of Events - Creates an Itinerary for Events and Makes Sure the Club is In Place before Events and On Task during Events; Serves on the Events Committee; Finds Opportunities for the Club to Become Involved. (e.g., Volunteer opportunities with various Departments within UNC Athletics); Continues Pre-established Ties with Contacts

Director of Internships - Responsible for identifying possible partnerships in the UNC and local Triangle community that will assist in Club members serving as interns; Focused efforts on identifying what Club members want and need to be successful interns; Works closely with faculty advisor and University Career Services office and liaisons; serves on the Career Committee

Section 4 – Elections: New directors and current directors shall be elected or re-elected by the rules set forward in **Article III, Section 2**. All major officers of the organization must be full-time, registered students of The University of North Carolina at Chapel Hill with a minimum of a 2.5 cumulative GPA. For graduate students, you must be a full-time, student activity fee paying student who is in good academic standing.

Section 5 — Vacancies: When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from present board members two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

Section 6 — Resignation, termination, and absences: Resignation from the board must be in writing and received by the Secretary. A board member shall be terminated from the board due to excess absences, more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 7 — Special meetings: Special meetings of the board shall be called upon the request of the chair, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance.

ARTICLE V — ADVISOR

Section 1 — Qualifications: The organization has an advisor who is a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; or a campus minister. The advisor does not have the rights

ARTICLE VI — AMENDMENTS

Section 1 — Amendments: The constitution may be amended at any regular business meeting of the organization by a two-thirds vote of active membership, provided the amendment has been submitted to members in writing at least one week prior to the business meeting. Proposed amendments must be submitted to the Secretary to be sent out with regular board announcements.

CERTIFICATION

These bylaws were approved at a meeting of the board of directors by a two-thirds majority vote on 5/9/25.

Hayley P. Heffernan

5/9/25