

## **ISEA bye laws - updated 20.07.17**

This document is to accompany the International Sports Engineering Association 'Articles of Association'. The bye laws provide details of the ISEA's organisational rules and arrangements. No bye laws are inconsistent with the Articles of Association. Any changes to the bye laws (contained within this document) must be agreed by a majority vote of the Executive Committee.

### **1 Membership**

The membership year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

Membership dues are set by the Directors in November for the following year.

If a member joins mid-year, their membership is backdated to January and will expire on 31<sup>st</sup> December of the same year. They are entitled to receive all copies of the journal for the aforementioned membership year.

The membership dues structure for 2017 was:

Student\*: 30 GBP

Early career (5 years post-graduation): 80 GBP

Standard: 110 GBP

Long-term member (member for >10 years): 80 GBP

Retired\*: 30 GBP

\*Student and retired members do not receive copies of the journal.

All renewals before 31<sup>st</sup> January benefit from a 10 GBP discount.

### **2 Administration**

The ISEA pay 5400 GBP (inc. VAT) per annum to Sheffield Hallam University for the administrative assistance of Amanda Brothwell.

The ISEA administrative email address is [isea@shu.ac.uk](mailto:isea@shu.ac.uk) and is hosted by Sheffield Hallam University.

### **3 Expenditure**

The Directors of the ISEA (President, Treasurer, Secretary, Special Advisor) are authorised to agree expenditures <= 1000 GBP.

Expenditures over 1000 GBP must have the majority vote of the Executive Committee.

From 2017, the ISEA will seek to spend approximately 20,000 GDP per year on activities that will directly further the charitable purpose *"to advance the education of the public (and particularly amongst engineers and scientists, both student and professional) on the subject of sports engineering and to publish the useful results"*. From 2017, the proposed activity budget is as follows;

- £8,000 budget for Student Engagement Award
- £10,000 budget for special projects (i.e. Winter/Summer schools; development of educational resources).
- £2,000 student prize fund

### **4 Journal (Sports Engineering)**

*Editor in Chief*

Lloyd Smith appointed 1 July 2013, renewed 1 July 2016

Term: 3 years

Stipend: 1800 GBP + ISEA membership (18 May 2016)

Duties: See editorial team terms of reference document.

### *Associate Editors*

Tom Allen and Simon Choppin, appointed 10 March 2012, renewed 26 January 2015

Term: 3 years

Stipend: 1800 GBP (combined) + ISEA membership (each) (18 May 2016)

Duties: See editorial team terms of reference document.

### *Publishing contract*

Publisher: Springer

Renewed on 31 December 2012 for 5 years

## **5 Conference and events**

### *Engineering of Sport Conference*

The ISEA conference, Engineering of Sport, is held on even numbered years.

Hosts are selected based on proposals submitted following the ISEA conference application guidelines document.

The conference host selection committee consists of the President, Chair of the Events sub-committee, Secretary and one other Director usually with previous experience in hosting the conference.

The following schedule is recommended for the proposal process (D-day = month of arranged conference):

D-day minus 23 to 19 months:	Revise guideline document
D-day minus 18 to 13 months:	Identify and solicit interest
D-day minus 12 months:	Release guideline document to interested parties and make general announcement (email, website)
D-day minus 8 months:	Proposals due
D-day minus 7 to 4 months:	Select new conference site (including any negotiations if necessary)
D-day:	Announcement of selected conference host

### *Engineering of Sport seasonal schools*

Previously known as the ISEA Winter-school or Summer-school.

History of funding Winterschool events:

2016: Mikael Bäckström, Mid Sweden University, 5000 Euros to subsidise student expenses + 2000 Euros to subsidise staff expenses.

2015: Nicola Petrone, University of Padova, 2000 Euros to subsidise student attendance at the ISSS conference and staff expenses.

2014: Nicola Petrone, University of Padova, 1000 GBP issued as half price student registration to the 2014 Engineering of Sport conference (value 200 GBP to group members).

Future funding and involvement from the ISEA to be discussed by Events and Education subcommittees in 2016/18.

## **6 Prizes and awards**

### *ISEA Student Project Prize*

The student is required to present their Sports Engineering and Technology project in the form of an infographic. An infographic is the utilisation of visual images (such as a chart or diagram) to represent information or data in a quick and easily understandable way. They are easily digestible for a range of professionals, athletes, coaches and fellow researchers. The ISEA will provide the ISEA logo to be included in the submission and students will be required to allow the ISEA to share the work through various channels (social media, website, etc).

1<sup>st</sup> prize: 1000 GBP + 1 year full membership

2<sup>nd</sup> prize: 500 GBP 1 year full membership

3<sup>rd</sup> prize: Full year membership

Deadlines for submissions: 1<sup>st</sup> September

Judging completed by: 1<sup>st</sup> November

Results announced by: 1<sup>st</sup> December

Submission must be the original work by the student (published work is not accepted).

#### *Student Conference Prize*

Total prize money of 500 GBP to be allocated by the judging committee.

#### *Student Engagement Award*

Funds available to support students engage and collaborate with the sports engineering community.

Individual grants up to 500 GBP and group grants up to 1000 GBP

Application form available on the website.

Grants <= 500 GBP reviewed by the Officers and Education sub-committee.

Grants >500 GBP final decision agreed by Directors.

Total annual student engagement budget not to exceed 8,000 GDP.

#### *Sports Engineering Journal Best Paper*

ISEA sponsors the annual "Best Paper Award"

Winning lead author receives 2 years membership to the ISEA, a commemorative plaque and the ISEA funds open access of the article.

## **7 ISEA Fellow award**

The ISEA may elect to confer the honorary title of "ISEA Fellow" to deserving members. The title of ISEA Fellow will be conferred upon selected recipients at the biennial Engineering of Sport conference.

#### *Qualifications:*

Maintain a minimum of 10 years active participation in the ISEA

Exhibit evidence of significant contributions to sports engineering through academic publications, technology development or engineering application

#### *Nomination process:*

Individuals meeting the above minimum qualifications may be nominated for consideration as an ISEA Fellow by an ISEA Fellow, a Director, or by a group of at least three ISEA members.

Nominations must be submitted to the selection committee at least three months prior to the biennial AGM.

#### *Selection committee:*

Current ISEA President, one other Director and at least two other members of the ISEA (preferably previously named Fellows).

Selection committee will review all nominations and select those to be awarded.

Nominees must receive a 75% vote by the selection committee to be nominated.

The selection committee will make their recommendation to the Directors who must approve the nominee by majority vote.

*Number:*

The number of new Fellows awarded biennially shall not exceed 2% of the current ISEA membership in that year. The total number of living Fellows shall not exceed 10% of the ISEA membership.

*Award:*

Fellows shall receive a letter of notification upon Directors approval.

Fellows shall receive a lifetime membership to the ISEA.

Fellows shall receive a plaque to be awarded at the biennial ISEA conference.

A list of ISEA Fellows shall be published and maintained on the ISEA website.

## **8 Website**

*Domain names*

ISEA own four domains (sportsengineering.org, sportsengineering.net, sportsengineering.co.uk and sportsengineering.org.uk) and all are registered with Fasthosts.

The .uk domains are auto renewed on a 2 yearly basis (9.98 GBP each for 2 years) and the .org/.net domains are auto renewed on a yearly basis (10.99 GBP each).

The ISEA is the registered owner of all the domains.

*Website*

Webhosting for the ISEA website is 1&1 costing 17.99 GBP per quarter.

Built and maintained by Sean Clarkson.

## **9 Appointment and retirement of Directors**

Day to day running of the ISEA will be delivered by the Directors. The Directors are responsible for implementing policies in accordance with the ISEA's charitable object. The Directors have autonomy to make decisions and commit expenditure up to threshold limits specified in (3). The Directors must adhere to the bye laws specified in this document. The bye laws can only be changed by a majority vote of the Executive Committee. The principal role of Executive Committee is to provide an advisory council to the Directors, and to shape the bye laws containing within this document.

- The ISEA will normally operate with a minimum of four Directors;
- Four designated director rolls will be the President, the Treasurer, the Secretary and the Special Advisor;
- The Special Advisor will be an individual with significant previous experience of ISEA governance (i.e. a Past-President);
- At each annual general meeting, at least 1/3 of the Directors will retire (although this will normally be two directors);
- New Directors will be appointed at annual general meetings following an online election process open to all members;

- Directors can be re-elected and can serve multiple consecutive terms up to a maximum of six years (three terms). Directors will not serve in the same post (i.e. President) for more than two terms (four years); however, they may be re-elected into a different Director post for a third term (i.e. Special Advisor).
- If a former Director has not been a Director for one term (2 years), that individual is once again eligible to be elected to a Director post for three consecutive terms.

#### **10 Appointment and retirement of Executive Committee**

The Executive Committee (EC) shall consist of not less than 5 and not more than 10 members being:

- a) not less than 4 and not more than 9 at large members elected biennially prior to the conference general meeting who shall hold office for two years from the conclusion of that meeting, and
- b) one student member elected biennially prior to the conference general meeting who shall hold office for two years from the conclusion of that meeting.

Membership on the Executive Committee (EC) shall be limited to three consecutive terms (a total of 6 years). If a former EC member has not been a member of the EC for one term (2 years), that ISEA member is once again eligible to be elected to the EC for another three consecutive terms.

#### **11 Nominations and election of Directors and Executive Committee**

A three-person Nominations Subcommittee of the Executive Committee, shall call for nominations for Directors and members of the Executive Committee from the members of the Association. The members of the Nomination Sub-committee shall be appointed by the Directors and must be approved by a majority vote of the Executive Committee. Nominations may be made by members of the Association to the Nominations Sub-committee in writing, electronic or otherwise. The Nominations Sub-committee shall then compose a slate of nominees for the Director positions and the desired number of Executive Committee members. The Directors slate shall have at least two nominees for each position. Nominees for the Executive Committee shall be chosen from the members of the Association at large with international and geographic distribution of the nominee's representative of the membership.

The Chair of the Nominating Sub-committee shall arrange for the distribution of ballots to occur at least six weeks prior to the annual general meeting. Voting may be by mail, electronic mail or web based provided that mail ballots are sent to those without electronic access. The Chair of the Nominating Sub-committee shall select a disinterested tellers subcommittee to receive and count the votes, and to report the results to the President. The election shall be ratified at the general meeting with the newly elected Executive Committee members assuming office just after the annual general membership meeting.

#### **12. Election Schedule**

*Directors Election Schedule* (D-day = month of annual general meeting)

D-day – 1 year to 6 months: Solicit candidate interest

D-day – 6 to 4 months: Assemble ballot and collect position statements from candidates

D-day – 3 to 1 months: Conduct election

D-day: Announce new Directors/Executive Committee members

**13. Financial reserves policy**

It is a requirement of the England and Wales Charity Commission that all charitable companies should process a written policy on financial reserves.

In 2017, the ISEA have financial reserves in excess of £100,000. It is the agreed policy of the ISEA to reduce the value of these reserves by funding more activities that directly support the organisation's charitable mission.

- Typically, the ISEA generates income of approximately £30,000 per year from membership fees and journal royalty payments.
- Total administrative costs are approximately £15,000.
- The ISEA seek to spend £20,000 per year on activities that directly support the organisation's charitable mission.
- The ISEA seek to achieve a £5,000 deficit per year to gradually reduce the financial reserves to a minimum of £30,000 (two years of total administrative cost).
- This policy is reviewed on an annual basis.

END OF DOCUMENT