

# **ISEA bye laws**

## **Updated January 2023**

This document accompanies the International Sports Engineering Association (ISEA) '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 (herein) must be agreed by a majority vote of the Executive Committee. To aid clarity, the bye laws are presented in the following sections: (1) Activities, (2) Income and (3) Expenditure.

### **1. Activities**

#### **1.1. Conferences 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 conference 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, newsletter);
- 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.

#### **1.2. 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.

### **1.3. 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 (3.1). 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.

### **1.4. Appointment and retirement of Executive Committee**

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

- 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;

- 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.

### **1.5. 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.

### **1.6. Election Schedule**

#### *Directors Election Schedule*

The following schedule is recommended for the 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              |

## **2. Income**

### **2.1. Membership**

Membership is an individual and annual subscription and can be applied for at any time during the year. Memberships no longer run with respect to the calendar year. Approved memberships will start at the time of application approval and will end 12-months later.

Members are entitled to receive all electronic issues and one physical copy (annual issue) of the *Sports Engineering* journal whilst the membership is active.

The membership structure, operational from December 1st 2018, is as follows:

- 50 GBP membership fee (inclusive of individual journal subscription to *Sports Engineering*)
- 25 GBP student membership fee

## 2.2. Journal

For the journal *Sports Engineering*, a Publishing Agreement between Springer-Verlag London Ltd. and the ISEA outlines payments which are payable to the ISEA (section 16).

## 3. Expenditure

### 3.1. Directors

The Directors of the ISEA (President, Treasurer, Secretary, Special Advisor) are authorised to agree expenditures  $\leq$  1000 GBP. Expenditures > 1000 GBP must have the majority vote of the Executive Committee.

### 3.2. Journal

#### *Editor in Chief*

Tom Allen reappointed 30 December 2022. Term: 4 years.

- Stipend: 5,000 GBP + ISEA membership.
- Duties: See editorial team terms of reference document.

#### *Associate & Assistant Editors*

Aimee Mears (reappointed 30 December 2022. Term: 1 years), Ami Drory (reappointed 30 December 2022. Term: 1 years), Bert Blocken (reappointed 30 December 2022. Term: 2 years), Hugo Espinosa (reappointed December 2022. Term: 2 years), and Assistant Editor Andrea Zignoli (appointed December 2022. Term: 2 years).

- Stipend: 5,000 GBP (combined) + ISEA membership (each).
- Duties: See editorial team terms of reference document.

#### *Communication Officers*

Marcos Bencomo (appointed December 2022. Term: 1 years)

- Stipend: 500 GBP (combined) + ISEA membership (each).
- Duties: See editorial team terms of reference document.

#### *Operational budget*

An operational budget of 1,500 GBP allows for travel, journal marketing and journal prizes.

#### *Publishing contract*

Publisher: Springer-Verlag London Ltd. Expenditure related to ISEA member access to the *Sports Engineering* journal is covered in the Publishing Agreement (section 16).

### 3.3. Administration

The ISEA pay 5400 GBP (inc. VAT) per annum to Sheffield Hallam University for the administrative assistance of Rachel Davison. The ISEA administrative email address is [isea@shu.ac.uk](mailto:isea@shu.ac.uk) and is hosted by Sheffield Hallam University. In addition, an operational budget of 1,000 GBP is provisioned.

### 3.4. Website

#### *Domain names*

ISEA own four domains ([sportsengineering.org](http://sportsengineering.org), [sportsengineering.net](http://sportsengineering.net), [sportsengineering.co.uk](http://sportsengineering.co.uk) and [sportsengineering.org.uk](http://sportsengineering.org.uk)). All are registered with Fasthosts. The .uk domains are auto renewed on a 2 yearly basis (9.98 GBP each for 2 years), the .org and .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 provided by 1&1 IONOS hosting (<https://www.ionos.co.uk>) costing 17.99 GBP per quarter (or 71.96 per year). The ISEA website was built by Sean Clarkson. The ISEA pay 595 GBP (inc. VAT) per annum to Sean Clarkson for ISEA website maintenance.

### **3.5. Prizes and engagement awards**

#### *ISEA Student Project Prize*

The student is required to present their Sports Engineering and Technology project in the form of an infographic (use of visual images, charts or diagrams to represent information or data in an understandable way to professionals, athletes, coaches or researchers). The ISEA provides the ISEA logo (included in submission) and students are required to allow the ISEA to share the work through various channels (social media, website, newsletter, etc). ISEA Student Project Prize awards are as follows:

- 1<sup>st</sup> prize: 400 GBP + 1 year full membership (25 GBP),
- 2<sup>nd</sup> prize: 200 GBP + 1 year full membership (25 GBP),
- 3<sup>rd</sup> prize: 100 GBP + 1 year full year membership (25 GBP).

Deadlines for the ISEA Student Project Prize 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 of the conference host.

#### *Sports Engineering Journal Best Paper*

ISEA sponsors the annual "Best Paper Award". Winning lead author receives 2 years membership to the ISEA (100 GBP), a commemorative plaque and the ISEA also funds open access of the article.

**Total annual prize expenditure must not exceed 2,000 GBP.**

#### *Student Engagement Award*

ISEA Student Engagement Award funds are available to support students engage and collaborate with the sports engineering community. Student Engagement Award funds are as follows:

- Individual grant ( $\leq$  500 GBP),
- Group grant ( $\leq$  1000 GBP).

Application forms and application terms are available on the ISEA website. Grants  $\leq$  500 GBP reviewed by the Officers and Education sub-committee. Grants  $>$  500 GBP final decision agreed by Directors.

**Total annual student engagement award expenditure must not exceed 8,000 GBP.**

### *Engaging Sports Engineering Grant*

ISEA Engaging Sports Engineering Grants are available to support students engage and collaborate with the sports engineering community. Application forms and application terms are available on the ISEA website.

**Total annual engaging sports engineering grant expenditure must not exceed 10,000 GBP.**

### **3.6. Financial reserves**

#### *Financial reserves expenditure*

It is a requirement that all companies possess a written policy on financial reserves. It is the agreed policy of the ISEA to reduce the value of its financial reserves by funding activities that directly support the organisation's charitable mission.

- The ISEA aims to spend ~£20,000 per year on activities that directly support the organisation's mission to enhance the field of sports engineering. Expenditure comprises:
  - £8,000 budget for Student Engagement Award,
  - £10,000 budget for special projects (i.e. schools, developing educational resources),
  - £2,000 budget prize fund,
- This will allow the ISEA to achieve a ~£5,000 deficit per year to gradually reduce financial reserves, to a minimum of two years operational cost.

The Financial reserves expenditure policy to be reviewed on an annual basis.

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