

## ISEA bye laws

Updated September 2024

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 selection is made by a majority vote of members of the Executive Committee and the ISEA Directors.

The following schedule is recommended for the conference proposal process.

12 months before previous conference	Revise conference guidelines document if required.
6 months before previous conference	Announce open call for an expression of interest for conference hosts to ISEA members and on the ISEA website
4 months before previous conference	Receive expressions of interest and encourage strong potential hosts to submit a full proposal
2 months before previous conference	Receive full proposals, review and proceed to Executive Committee vote.
During the previous conference	Make a special announcement for the next conference

A Director of the ISEA (normally the Special Advisor) will lead the application process with the support of the Executive Committee

#### 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 should normally be submitted to the selection committee at least three months prior to the biennial conference.

*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 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 deliver specific actions and activities within working groups.

- 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 professional members
- Two student members
- Executive Committee members shall hold office for two years from the conclusion of the election process
- Each year, approximately half of the Executive Committee will retire and be subject to re-election.

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. It is preferable that the Directors slate shall have at least two nominees for each position. Nominees for the Executive Committee shall ideally 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 four 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 counts the votes, and reports 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.

## **2. Income**

### **2.1. Membership**

Membership is available to students, professionals and organisational subscriptions and can be applied for at any time during the year. Approved memberships will start at the time of application approval and will end 12-months later.

Members can elect to receive electronic issues and one physical copy (annual issue) of the *Sports Engineering* journal whilst the membership is active with an enhanced membership fee.

Membership fees will be reviewed annually and will be agreed by a vote of the executive committee and the Directors.

### **2.2. Journal**

Significant royalty incomes from the publication of the journal *Sports Engineering* are received annually, but are subject to complex and evolving commercial contracts between ISEA and the publisher. The ISEA Directors continually review the relationship with the journal publisher and seek to maximise royalties whilst serving the best interests of the broader sports engineering community (e.g. access, quality etc).

## **3. Expenditure**

### **3.1. Directors**

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

### **3.2. Journal**

The ISEA Directors will periodically agree to a budget for the journal to include stipends for the Editor in Chief, and any Associate and Assistant Editors. An operational budget will also be agreed on an annual basis.

### **3.3. Administration**

The ISEA receives professional administrative support to assist with functions such as membership, banking and reporting (amongst other tasks). The ISEA currently has a contract with a named individual at Sheffield Hallam University to provide these administrative functions. The ISEA administrative email address is [isea@shu.ac.uk](mailto:isea@shu.ac.uk) and is hosted by Sheffield Hallam University.

### **3.4. Website**

#### *Domain names*

The ISEA owns four domains (sportsengineering.org, sportsengineering.net, sportsengineering.co.uk and sportsengineering.org.uk). All are registered with Fasthosts. The .uk domains are auto renewed on a 2 yearly basis, the .org and .net domains are auto renewed on a yearly basis. 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>). The ISEA website was built by an IT professional, and the ISEA pay an annual fee to an IT professional for website maintenance.

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

Recipients of ISEA prizes and awards agree that they will create social media content summarizing their contributions that can be disseminated on various ISEA social media platforms.

#### *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). The value of the ISEA Student Project Prize awards are agreed to annually by the ISEA Directors.

Deadlines for the ISEA Student Project Prize are normally as follows;

- Submissions - 31st October
- Judging completed by: 30<sup>th</sup> November.

- Results announced by: 1st December.

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

#### *Student Conference Prize*

*A best student project/paper prize at the ISEA biannual conference the is normally sponsored by the ISEA.*

#### *Student Engagement Award*

ISEA Student Engagement Award funds are available to support students to engage and collaborate with the sports engineering community. The maximum value of individual awards and the total annual budget for Student Engagement Award are decided annually by the ISEA Directors.

Application forms and application terms are available on the ISEA website.

#### *Engaging Sports Engineering Grant*

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

### **3.6. Financial reserves**

The ISEA directors will maintain financial reserves that are approximately equal to one year of operating costs.

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