

The **Constitution** of the

Regent University Intramural Sports Board

- I.** Regent University is a Christ-centered community with a goal to educate and promote Christian leaders who will change the world. The Intramural Sports Board recognizes the importance of holistic experience for students and wishes to provide recreational opportunities for them. The board exists to coordinate sports-related activities that will foster fellowship, well-being, and fun for the Regent community.

Our vision is to see the Regent University community teeming with fellowship, enjoyment, and growth through recreational activities, both intramural and extramural.

Our Mission is to provide Regent students with fun, healthy opportunities to engage in recreational activities.

All authority expressed by the Intramural Sports Board shall be subject to the approval of the administration of Regent University.

- II.** The Intramural Sports Board will consist of eleven types of members: President, Vice President, Treasurer, Marketing Director, Secretary, Social Media Manager, Event Coordinator, Field and Equipment Manager, Referee Director, and Team Members. The executive board consists of all positions except the Team Members. Each position's responsibilities include but are not limited to those described below:

A. President

1. Student worker appointed by Student Engagement.
2. Liaison between the Intramural Sports Board and Student Engagement.
3. Head of the Intramural Sports Board. The President approves all final decisions.
4. Lead the Intramural Sports Board in the planning and execution of its events and initiatives.
5. Have a comprehensive understanding of Regent University's events and procedures.
6. Primary Intramural representative at events.
7. Required to attend all regular meetings.

8. Assign additional responsibilities to members when necessary.
9. Ensure referee handbook is up to date with the sports ISB offers and the respective rules

B. Vice President

1. Student worker appointed by Student Engagement.
2. Inherits any/all responsibilities of the President in the event of their absence.
3. Assists the President with planning and leadership of the Intramural Sports Board.
4. Ensure referee handbook is up to date with the sports ISB offers and the respective rules
5. Secondary Intramural representative at events.
6. Required to attend all regular meetings.

C. Secretary

1. Keep minutes (take accurate notes) at all meetings and report the information to the rest of the Executive Board.
2. Keep a detailed record of each season, tournament, event, and other Intramural Sports Board associated activities with the information given to them by the President and/or Vice President.
3. Required to attend all regular meetings.

D. Treasurer

1. Primary financial adviser.
2. Help create and maintain a budget while recording all financial transactions.
3. Communicate with the President on the financial standing of the Intramural Sports Board.

4. Required to attend all regular meetings.

E. Marketing Director/Social Media Manager

1. Responsible for marketing the Intramural Sports Board and its events, including creating, producing, and communicating advertisements and other information.
2. Managing the Intramural Sports Board's social media account(s).
3. In charge of collecting pictures and videos from events to share them on social media.
4. Required to attend all regular meetings.

F. Event Coordinator

1. Work with the Executive members of the Intramural Sports Board to coordinate the various aspects of events.
2. Determine what is needed for the events.
3. Present new ideas for different events.
4. Talk to the student body about various events they want to participate in.

G. Referee Director

1. Student worker appointed by Student Engagement.
2. Train referees
3. Ensure referees have a full understanding of their roles and positions
4. Organize schedule for referee shifts
5. Take on referee duties if other referees are not available
6. Ensure referee handbook is up to date with the sports ISB offers and the respective rules

H. Field and Equipment Manager

1. Prepare all equipment for leagues before the day of scheduled games.
2. Ensure fields/courts are up to standard.
3. Keep inventory of equipment.
4. Ensure all inventory is kept clean and organized for game day use.
5. Communicate with the President and Treasurer about any equipment issues or needs.
6. Required to attend all regular meetings.

I. Team Members

1. Make up the labor force needed to make each event and activity happen.
2. Helping the Executive Board prepare for, run, and clean up during and after games and events.
3. Take pictures and videos of events when possible and send them to the Social Media Manager.
4. Working with the President and/or Vice President in keeping the clock and statistics at games and events.
5. Required to attend weekly meetings during their respective semester, along with any additional meetings called by the President.

III. The Intramural Sports Board will meet regularly as described:

- A.** The Intramural Sports Board will meet every week. At Intramural Sports Board meetings, the following things (included but not limited to) will happen:
1. The Intramural Sports Board will discuss and give feedback on recent events.
 2. The Intramural Sports Board will come up with ideas for future events.
 3. Assigned responsibilities (helping out at games, setting up, cleaning up, etc.) will be discussed and scheduled.

4. Members look at the ideas from the previous meeting with the whole Intramural Sports Board and discuss/decide what can or cannot be done.

B. The Executive Board will meet briefly after each weekly meeting. At these meetings, the following things (included but not limited to) will happen:

1. President will open in prayer and relay any new information to the members.
2. Treasurer makes any remarks on the financial standing of the Intramural Sports Board.
3. Marketing Director/Social Media Manager receives necessary information concerning advertisements for any upcoming events.
4. Event Coordinator will present potential plans for upcoming events

C. The President may also call auxiliary meetings for specific purposes; only those specifically asked to come need to come.

IV. The eligibility criteria to be on the Intramural Sports Board are as follows:

A. Must be an on-campus undergraduate or postgraduate student at Regent University.

B. Must be in good conduct and academic standing with Regent University and maintain a grade point average of 2.0 or greater.

C. To remain on the Intramural Sports Board, members must maintain the above qualifications, fulfill their duties, and attend all required meetings. If a meeting will be missed, they must notify the President at least two days beforehand (emergencies happen and will be excused with proper communication to the President).

D. **Three-strike rule:** Failure to show up without notification will result in a warning. A second will result in another warning which leads to “probation”. Third time will result in an automatic exit from the team and notified by the president with failure of commitment.

E. Any position on the Executive Board is a one-year commitment. Any position in the Team Members is a commitment from the time they are accepted into the Intramural Sports Board until the end of the corresponding semester.

- F.** Results of failing to meet the required criteria will result in the following (and are not limited to):
 - 1.** If a member of the Team Members fails to fulfill their responsibilities, they may be dismissed by the Executive Board (after prior discussion and approval by the President).
 - 2.** If a member of the Executive Board (who is not on staff) fails to fulfill their responsibilities, they may be dismissed by the President and Vice President (after prior discussion and agreement).
 - 3.** If the President or Vice President fails to fulfill their responsibilities, they may be dismissed by Student Engagement.

- V.** Members of the Intramural Sports Board will be selected in the following way:
 - A.** President, Vice President, and Referee Coordinator
 - 1.** Hired by Student Engagement

 - B.** Executive Board members
 - 1.** Students seeking membership on the Executive Board must fill out an application.
 - 2.** Chosen applicants are interviewed and selected by the existing President and Vice President with the upcoming President and Vice President.
 - 3.** In the case that the current President or Vice President can not be at the scheduled interviews, only one of the current President and Vice President is required to be at the interviews.
 - 4.** Late applicants may be permitted on a case-by-case basis by the President and Vice President.
 - 5.** If a current member of the Executive Board wishes to be in the same or different position the following year, they must reapply.
 - 6.** Elections for members of the Executive Board will be finalized no later than April 1st of each school year.

C. Team Members

1. Students seeking membership within the Team Members must fill out an application.
2. Chosen applicants are interviewed and selected by the existing Executive Board.
3. Late applications may be permitted on a case-by-case basis by the Executive Board.
4. If a current member wishes to remain in the Team Members for the following semester, they do not have to reapply. However, they must inform the President that they will be returning. This conversation must take place by the date that applications for new Team Members are due.
5. Members are capped at twenty-four.