Operational Bylaws of the Sports & Entertainment Law Society (SELS)

1. Membership and Graduation Cord Eligibility

Membership is open to all currently enrolled students and faculty members of the College of Law. To maintain active membership status and qualify for graduation honors, individuals must adhere to the following standards:

- **Active Status:** Members must remain in good standing with the organization. Members must be within the SELS email listserv.
- **Community Involvement:** Members must attend at least one qualifying community involvement project during their tenure with SELS to qualify for specifically a graduation cord.
- **Event Attendance:** Members must attend a minimum of one SELS-sponsored event (on or off campus) during each semester of their membership.

2. Executive Board: Operational Procedures and Specific Mandates

These bylaws establish the daily operational tasks required of each officer to supplement the high-level duties defined in the SELS Constitution. These procedures are mandatory for the maintenance of the organization's charter and funding.

2.1 President: Competition and Liaison Management

The President serves as the primary external liaison and oversees the coordination of advocacy competitions.

Negotiation Competition Monitoring - The President must monitor and manage relations with the negotiation competitions.

Coordination with Alternative Dispute Resolution (ADR) - The President is responsible for the following ADR-related logistics:

- Attend (or designate an E-Board member to attend) the "argue-on" competition held by the ADR E-Board at the beginning of the fall semester.
- Verify funding with the Advocacy Center to determine the number of competition teams the center will fund.
- Secure the current ADR member list and provide it to the SELS Secretary to track dual membership.
- Coordinate directly with the SELS Vice President to select the final teams to compete on behalf of SELS.

Professional Sports Coordination For coordination with professional sports organizations, the following point of contact must be used:

- Pelicans and Saints:
    - Taraneh Brown (Taraneh.Brown@pelicans.com or Taraneh.Brown@saints.nfl.com)

Voting Management: Responsible for the administering of the election process for a new executive board.

2.2 Vice President: Communications and Member Engagement

The Vice President provides administrative support and manages member outreach.

- **Presentation Management:** Responsible for the creation of all PowerPoint presentations for general body meetings.
- **Member Interest Forms:** Responsible for the creation, management, and distribution of SELS Member Interest Forms at the start of each semester.
- **Competitive Selection:** Support the President in the selection and vetting of SELS competition teams.
- **Voting Management:** Responsible for assisting the President in the administering of the election process for a new executive board.

2.3 Secretary: Logistics, Catering, and Records

The Secretary manages the logistical requirements for events and ensures university compliance.

Catering and Food Ordering All food requests must be emailed to the Dean's Suite Coordinator, at least five days prior to the event. SELS utilizes "EZ Cater" and must adhere to the following mandatory budget tiers:

- ≤ 20 Guests: $200.00
- 21–29 Guests: $250.00
- 30+ Guests: $300.00Food requests must include the restaurant name (sourced from the EZ Cater website), exact items with prices, event date/time/location, delivery or pick-up details, and a contact phone number.

Records and Compliance

- Attendance Sheets: A certified attendance sheet must be submitted to the Dean's Suite Coordinator within 24 hours of any on-campus event. This may be a hard copy or digital submission. Failure to meet this deadline will result in the immediate loss of future funding for the organization.
- Event Supplies: Utensils, napkins, paper plates, and tablecloths are located in the event supply cabinet outside Room 345 (in the alcove to the right of the Dean's Suite).

2.4 Social Media Representative: Marketing and Brand Management

The Social Media Representative (SMR) is the custodian of the SELS brand and digital presence. The SMR is responsible for maintaining organizational visibility through the professional management of social platforms, the creation of high-quality marketing materials, and the maintenance of the Student Organization Fair trifold. All materials must adhere to University branding guidelines; the Loyola and College of Law logos may not be used without express permission from the Office of Marketing and Communications.

General Event Marketing Schedule

- Instagram Main Feed - 1 week before the event
- Instagram Stories - 2 days before and the day of the event
- Post-Event Photos - Within 1 week after the event
- Fully laid out in the Role Information packet you will receive as a new board member.

Graduation Cord Promotion Schedule The SMR must adhere to the following strict cadence for graduation regalia to ensure payment and distribution deadlines are met:

- 1 Month Before Due Date: Instagram Main Feed post (including price, payment forms, and pickup details) and Instagram Story.
- 3 Weeks Before Due Date: Instagram Story.
- 2 Weeks Before Due Date: Instagram Story.
- 1 Week Before Due Date: Instagram Story.
- 1 Day Before Due Date: Instagram Story.
- Law Grad Fair (3 weeks, 2 weeks, 1 week, and 1 day before): Repost relevant details to Instagram Stories to remind graduates of the pickup schedule.

Technical Specifications for the Law Monitors

- Resolution: 1920x1080 pixels
- Format: JPG or PNG only
- Student Newsletters: Submit to Lawnewsletter@loyno.edu by Thursday at noon.
- Law Monitors: Submit to Lawmonitors@loyno.edu. Images are strictly run only within two weeks of the event.

Graduation Cord Management

- Ordering: Cords must be ordered at least three weeks before the Law Grad Fair through the vendor specified by the Dean of Student Affairs.
- Financials: The SMR must maintain a spreadsheet to track payments. Members must pay in advance; no extra cords shall be ordered.
- Note on Pricing: The SMR shall charge members a price slightly higher than the individual cost per cord to buffer against shipping costs and ensure the organization does not incur a loss (e.g., rounding a $2.45 cost to a $3.00 charge).

2.5 SBA Representative: Governance and Liaison

The SBA Representative serves as the official SELS delegate to the Student Bar Association.

- Meeting Attendance: Attend all SBA meetings and serve as the voice of SELS.
- Reporting: Formally report SBA updates, policy changes, and funding opportunities back to the SELS Executive Board.
- Governance: Participate in the mandatory annual review and revision of the SELS Constitution and Bylaws.

3. Event and Financial Logistics

- Guest Speaker Protocol: A Guest Speaker Approval Form must be submitted two weeks prior to the event. For non-Loyola speakers requiring parking, the President must provide the speaker's name and license plate number to Ms. Michele Keiffer to secure a

permit. The President has final say in approving guest speakers before the Guest Speaker Approval Form is submitted.
- No Reimbursement Policy: Reimbursements to students for SELS purchases are strictly prohibited. All purchases must be coordinated in advance through the Dean's Suite Coordinator and Dean Tori.
- Alcohol Policy: The use of alcohol is strictly forbidden at all general body meetings and standard student organization events. In the case of symposia, banquets, or galas, the Executive Board must obtain express approval from Dean Tori and coordinate the presence of a mandatory police detail.
- Type of Events: The organization is required to host one entertainment themed event and one sports themed event per school year.

4. Executive Board Elections

4.1 Member Status

Maintaining active membership in good standing is a mandatory prerequisite for holding office, voting in SELS elections, and qualifying for graduation cords.

4.2 Election Administration

The SELS Executive Board (E-Board) elections for the upcoming academic year shall be organized, overseen, and administered jointly by the serving President and Vice President. The administrators must ensure that all election processes strictly adhere to the university policy mandating fair and equal elections, where every vote carries equal weight and all ballots are counted with absolute accuracy. Per institutional requirements, the resulting board must at minimum include a President, Vice President, and Secretary.

4.3 Candidate Eligibility and Rules

- Good Standing Required: Only active members of SELS who are currently in good standing may run for an Executive Board position.
- Single-Office Restriction: No member shall be permitted to run for, or hold, more than one (1) position on the SELS Executive Board concurrently.
- Class-Year Restriction: In accordance with College of Law policy, first-year law students (1Ls) are strictly ineligible to hold any Executive Board positions within the organization. Eligible candidates must be in their second or third year of law school during their term of office.

4.4 Nomination and Application Process

To formally enter the running for an E-Board position, interested and eligible members must complete the official SELS Board Application. This application shall be distributed to the general membership via the official SELS email listserv. Completed applications must be emailed back to the official SELS account at sels@loyno.edu on or before the specified filing deadline announced by the election administrators.

4.5 Voting and Election Mechanism

- Voter Eligibility: Only current, active SELS members in good standing are eligible to cast a ballot. To verify eligibility, voters must be officially registered on the SELS Email listserv.
- Balloting: The official voting ballot form shall be distributed to eligible voters exclusively via SELS email.
- Determining the Winner: The election shall be decided by a plurality of votes. The eligible candidate who receives the highest number of votes cast for their respective contested position shall be declared the winner of that office.

5. Community Involvement Execution

SELS must complete and document at least one qualifying community engagement project per academic year to maintain its charter.

Qualifying Project Criteria

- Direct Service: Members must perform service in person. Passive activities (e.g., donation drives) only qualify if members personally participate in the sorting or distribution on-site with the partner organization.
- External Benefit: The project must benefit parties external to the College of Law.
- Participation: Must involve at least three members or 25% of the active membership, whichever is greater.
- Duration: Each participating member must contribute at least two hours of service.Deadlines and Penalties
- Documentation: Evidence of the project must be submitted to the Law Student Affairs Office by April 1st.
- Non-Compliance: Failure to meet the deadline results in immediate probationary status (loss of funding and reservation rights) and the forfeiture of graduation cords for the Executive Board. Eligibility may be restored if a project is completed and documented no later than 14 days prior to commencement.

6. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the SELS Constitution.