

**By-Laws of the Collegiate Sport Video Association  
As Amended May 13, 2015**

**Article I  
Name**

The name of this Association shall be Collegiate Sport Video Association (hereinafter referred to as CSVA).

**Article II  
Principal Office and Address**

The principal office and address of the CSVA shall follow the elected Treasurer.

**Article III  
Organization**

Section 1: The governing body of this organization shall be the Executive Board consisting of the President, Vice President, Treasurer and Secretary. (Amended May 1997) (See Article VII)

Section 2: The CSVA will be self-governing as per its own specific bylaws.

Section 3: For the purpose of facilitating the work of this association the CSVA shall be divided conferences. Any desired alteration of this division by an affected conference must be approved by the Executive Board of the National organization. (Amended May 1997). (See Article VIII)

Section 4: Each conference elects a representative to serve on the Executive Committee of the National association. This representative acts in full authority for the conference at the Executive Committee and Conference Representative meetings. (Amended May 1997). Each conference representative shall serve in a capacity to act as a conduit between the Executive Board and the active members of the Association. Conference representative will have no authority to vote in abstention for any other conference member nor will a conference representative have the authority to speak on the behalf of non-present members in regards to elections or by-laws for the organization as a whole unless requested in writing by the absent member.

**Article IV  
Mission Statement**

The objective of the Collegiate Sport Video Association is to promote the role of the collegiate Video Coordinator position in the sports industry.

The Collegiate Sport Video Association will be a forum to:

- Elevate professional standards among all Video Coordinators
- Facilitate the exchange of information and technological innovations
- Advance ethical procedures and quality techniques
- Raise the awareness of the role Video Coordinators play within the athletic environment
- The CSVA will be an organization for Video Coordinators to turn to for any issues that affect his/her position. By creating this nationwide association, the significance and stature of the

Video Coordinator position will be greatly enhanced for all members of the sports industry. The CSVA will also focus on expanding career opportunities based on the variety of work that a Video Coordinator is responsible for accomplishing.

## **Article V Membership**

Section 1: Privileges. Membership in the CSVA includes:

- The right to make motions at national meetings
- The right to vote
- The right to hold office within the CSVA
- Any CSVA approved survey results
- The right to have written, verbal, or e-mail comments and articles posted to the World Wide Web page
- Special room rates as offered to CSVA by host hotel for national meetings

Section 2: Classification of Members. There shall be five (5) classes of membership, and no individual shall be eligible for more than one class of membership at a time. The classes of membership are:

- Active - Any person who is actively engaged in or assists the management of the video information systems that are used by coaches and administrators for the development of game strategy, player evaluation, and other video-related services for his/her athletic department as a means of earning a living.
- Student - Any enrolled high school, college, or university student that is interested or participates part time in the management of the video information systems that are used by coaches and administrators for the development of game strategy, player evaluation, and other video-related services for his/her athletic department
- Advisory - Any person who is actively engaged in collegiate video production, academic or athletic administration and is interested, but not directly involved, in management of the video information systems that are used by coaches and administrators for the development of game strategy, player evaluation, and other video-related services for his/her athletic department as a means of earning a living.
- Exhibitor - Any consulting firm, manufacturing firm, V.A.R. or association whose primary interests is athletics. This membership provides priority both space in an area designated as the exhibit hall at the annual conference. Exhibitor membership will receive a copy of the CSVA directory allow for directory listing including space in the "locker room" and business directory listing. This membership status will receive no other privileges related to any other membership of the CSVA. Additional expenses incurred by the Exhibitor beyond the provided booth space will come at the expense of the Exhibitor member.
- Corporate Sponsor - Any consulting firm, manufacturing firm, V.A.R., or association. This membership provides priority booth space upon request and an introductory presentation to the membership during the annual national meeting. It will also allow for recognized sponsorship of external social events (hospitality suites, golf tournaments) 3 hours (divided at the Sponsors and Executive Boards combined discretion) of training workshop time, and the ability to host one meal with choice of keynote speaker. (External events, suites, workshop space, dining area and

meal plan, and any additional expenses incurred during the conference will be the responsibility of the Sponsor at his/her additional cost.) A Corporate Sponsor membership shall represent a single motion or vote in matters up for consideration by the general membership. Those under the membership will be entitled to all privileges except those of holding office and having comments posted to the World Wide Web page. The Corporate Sponsor membership allows for the listing of relevant business numbers and information in the CSVA directory including the submission of an article in the "Educational Page", information in the "locker room" and business directory listing. This membership will be allowed to receive a copy of the CSVA Directory. The Corporate Sponsor membership allows for a direct link from the CSVA's home page to the Corporate Sponsor's home page on the Web page.

- Participant - Any individual not associated with an educational institution or business related to the computer or video industry and is interested in entering the field as a video coordinator. Participant membership privileges include only that of be placed on the CSVA mailing list and participating as a non-voting member at the annual CSVA conference.
- Honorary - This membership classification can only be designated by the Executive Board. Any honorary member shall have none of the obligations of the membership in the CSVA, but shall be entitled to all privileges except those of making motions, of voting and of holding office.
- Retired - Any person who retires from active employment in the management of the video information systems that are used by coaches and administrators for the development of game strategy, player evaluation, and other video-related services for his/her athletic department as a means of earning a living, and has been and Active or Advisory member of CSVA for at least one year.
- National Conference Attendee: Conference attendees will pay an annual conference fee to be determined by the executive board on an annual basis. Such fee shall be determined by the Executive Board no later than December 30<sup>th</sup> of the year preceding the conference.

Section 3: Application for membership. Each applicant for any class of membership shall submit an application stating his/her desire and intention to become a member of the CSVA, to advance its best interests in every reasonable manner and to accept as binding upon themselves its Bylaws and Policies and Procedures. Applications shall be reviewed on a case by case basis and the applicant shall be informed of the decision.

Section 4: Charter Members. In recognition of those attending the first organizational meetings held in South Bend, Indiana, on July 17, 1995, CSVA confers the title of Charter Member on the persons listed below. Charter Members must pay dues applicable to his/her class of membership in order to hold office and maintain active membership; however, National Conference fees shall be waived for these members if they wish to attend the yearly National Conference.

Chad Bunn (BYU) - President  
Ken Norris (UCLA) - Vice-President  
Mike Arias (Texas) - Treasurer  
Stu Reynolds (Oregon) - Secretary  
Chuck Linster (Notre Dame) - Executive Advisor  
Mark Smith (UC - Berkeley) - PAC-10 Representative  
Chris Schleiter (N Carolina) - Atlantic Coast Representative  
Jeff Naple (Pittsburgh) - Big East Representative

Fred Vint (Oklahoma) - Big Eight Representative  
Brian Bray (Houston) - Southwest Representative  
Harry Kubasek (Army) - Independents Representative  
Scott Eilert (Kansas State) - Member  
Dusty Alves (Colorado) - Member  
Brian Powell (Kansas) - Member  
Tim Collins (Notre Dame) - Member  
Mike Magruder (Baylor) - Member  
Mike Martin (Oklahoma) - Member  
David Kaplan (Army) - Member

Section 5: Suspension of Membership. Membership suspension may be recommended by any member challenging another member. This challenge must be made in writing and presented to the Chairman of the Ethics Committee. Upon a two-thirds majority vote by the membership of the Ethics Committee that the challenge is valid, it shall be forwarded to the President who will present it to the Executive Board for action. Suspension of the challenged individual membership must be by a majority vote by the Executive Board. No refund of dues will be offered to the individuals suspended.

Section 6: Defense of Membership. Any member whose membership has been challenged shall be allowed, either in person or through some member of the CSVA, to present his/her defense to the attending membership at the next National Conference. This information shall be presented to and acted upon by the by a vote of the membership.

Section 7: Quorum. A quorum shall consist of one-fifth of the voting membership of the CSVA.

Section 8: Voting Power. All members except honorary members are entitled to one (1) vote in all elections and other business as shall be presented for a vote of the membership.

Section 9: Money. Matters of committing the CSVA to expenditures in excess of \$2,500.00 require approval by a majority vote of the Executive Board. Matters of committing the CSVA to expenditures greater than \$10,000.00, with the exception of those charges associated with the National Conference, require approval by a 75% affirmative vote of the entire voting membership.

Section 11: Annual Meetings. Regular annual meetings of the membership (National Conference) shall be held each year. The site and date of the meeting will be chosen by vote of the membership.

Section 12: Notice of Meetings. Information in regards to the National Conference shall be posted on the CSVA's website by the Secretary at least 120 days before such meetings.

## **Article VI Dues**

Section 1: Dues. The dues for each class of membership shall be determined by the Executive Board and shall be collected annually. Annual dues, which cover the period from January 1 through December 31, are payable after January 1<sup>st</sup> but before the annual National Conference. Members who are not paid in full by the start of each year's National Conference shall be placed on the inactive members list and will no longer have voting power at the National Conference or website access until such dues are paid.

## **Article VII Executive Committee**

Section 1: The Executive Committee will consist of the Executive Board, the Conference Representatives, and a non-voting, advisory post for the Past-President. The Executive Board shall act in the interests of the CSVA in effecting day-to-day business, reporting back no less than quarterly to the full Executive Committee.

Section 2: Duties of Executive Committee Members. The duties of the Executive Committee Members may be amended from time-to-time as determined by the active membership. Unless the membership otherwise dictates, duties of the Executive Board Officers shall be as follows:

### a) Duties of the Executive Board Officers

President - The President shall preside at all meetings of the Executive Committee, the Executive Board, and the Annual CSVA National Conference; call all meetings of the Executive Committee and Executive Board as deemed necessary and advisable; appoint all committee chairpersons with the approval of the Executive Committee; be in direct communication with the Executive Committee; and serve as ex-officio member on all committees.

Vice-President - The Vice-President shall serve as Chair at all meetings and observe Parliamentary procedure at those meetings; shall assume responsibility as the point-of-contact for the Executive Board with the vendors who sponsor the CSVA; and assume the office of Interim President should a sitting President be unable to complete his term, until the next National Conference at which time a general election shall be held. Should it be necessary for the Vice-President to assume the office of President and, at the special election at the next National Conference, should he/she not be reaffirmed as President, he/she may be nominated and elected to any of the other Executive Board offices (Vice-President, Treasurer, or Secretary).

Secretary - The Secretary shall enforce all policies on behalf of the CSVA; maintain communications with the Executive Board and Active Membership through the keeping of minutes of record; prepare, in conjunction with the Treasurer all financial reporting and a projected budget for the forthcoming fiscal year; distribute and log all membership applications as described in Article V, Section 3; oversee the compilation and distribution of the organization newsletter and any written communication to the membership body; prepare and present the minutes of the CSVA and submit a report of progress of the CSVA at each meeting; oversee the maintenance and enhancement of the CSVA World Wide Web Page, including the posting of comments and material pertinent to the CSVA and the profession; and distribute a copy of the audio-visual material recorded at the CSVA National Conference General Sessions to each of the twelve Conference Representatives, upon request.

Treasurer - The Treasurer shall enforce all policies on behalf of the organization and prevent the commitment and obligation of funds beyond the CSVA's financial means; maintain continual communication regarding the financial status of the CSVA to the Executive Board, and as a matter of course at each meeting, provide a financial report of receipts and expenditures; transact financial business, including disbursement of payments as approved by the Executive Board, for legitimate expenses incurred on behalf of the CSVA; cooperatively with the Secretary, present annually to the active membership at the National Conference a fiscal report and projected budget for the forthcoming fiscal year; sign all conference contracts which bind the CSVA in any manner which may or can result in the disbursement of funds; at the CSVA's expense be legally bonded to a level commensurate with the financial assets of the Association; collect, record, and deposit all membership and sponsorship fees and dues as described in Article VI, Section 4.

b) Duties of Other Executive Committee Members. The duties of the remaining Executive Committee members may be amended from time-to-time as determined by the active membership. Unless the membership otherwise dictates, duties of the Executive Committee Members shall be as follows:

Conference Representative - Shall be duly elected by the constituent membership of the Conference, as defined by the NCAA; serve as the principal legislative body of the CSVA, along with the duly elected Executive Officers; approve all appointments of the President; and establish roles and functions of all standing committees established by the Executive Board; re-evaluate the goals and objectives of the CSVA; act as the point-of-contact to the constituent members of the Conference they represent, disseminating and/or collecting information as requested by the Executive Board; and distribute any audio-visual recordings, upon request, of all General Sessions recorded at the National Conference. Should a Conference Representative be unable to attend the National Conference, he/she shall appoint a person from his/her conference to attend, as interim Representative, such meetings as are required of the Conference Representative.

Past-President - Shall act in an advisory capacity to the members of the Executive Committee, the Executive Board, and as an advocate for the Active Membership of the CSVA.

Section 3: Removal. Any Executive Committee member may be removed from office, with or without cause, by a majority vote of the Voting Membership.

Section 4: Succession. In the event of the death, resignation or removal of a member of the Executive Committee, or should a member of the Executive Committee be elected to another Executive Board office, the following succession will take place:

President - In the event that the President shall leave his/her position or be unable to fulfill his/her duties, the Vice-President shall assume his/her duties and title until the next National Conference.

Past-President - The position will remain vacated until the end of the term of the currently seated President.

Vice-President - The remainder of the term will be served by an individual nominated by the President and approved by a majority vote of the full Executive Committee.

Secretary - The remainder of the term will be served by an individual nominated by the President and approved by a majority vote of the full Executive Committee.

Treasurer - The remainder of the term will be served by an individual nominated by the President and approved by a majority vote of the full Executive Committee.

Conference Representative - The remainder of the term will be served by an individual from the represented Conference, nominated and elected by the constituent members of the Conference.

Section 5: Elections. Members of the Executive Board shall be elected by a simple majority vote at the annual CSVA meetings, as a part of New Business on the CSVA's Agenda, and will serve two year terms. An outgoing President shall serve an additional one-year term in the non-voting, advisory position of Past President.

a) Election Order. Election of the President and Treasurer will occur in even numbered years. Election of the Vice-President and Secretary will occur in odd numbered years. Installation of elected officers will occur at the closing ceremonies of the National Conference at which they are elected.

b) Election Mechanism. All elections shall take place via the following process:

Nominations for Executive Board Officer Positions shall be solicited from all members in good standing of the CSVA no less than ninety (90) days prior to the National Conference. Such call for nominations will be in writing and posted on the World Wide Web Site of both CSVA and on CSVA's Facebook page.

Nominations may be submitted by any member in good standing, provided they are made in writing and received by the Secretary no later than sixty (60) days prior to the first General Session of the National Conference.

The Treasurer shall certify in writing that all submitted nominees are members in good standing of the CSVA.

Certified Nominees will be notified by the Secretary no later than forty-five (45) days prior to the first General Session of the National Conference.

A listing of all nominees shall be posted on the "Members Only" Section of the CSVA's World Wide Web Site no later than thirty (30) days prior to the first General Session of the National Conference.

Candidates may request the opportunity to post remarks pertinent to the position he or she is seeking, such as a platform or agenda, on the "Members Only" Section of the CSVA's World Wide Web Site and in any regularly published CSVA newsletter or correspondence. This request must be fulfilled by the CSVA in a reasonable and timely fashion.

Absentee ballots will be provided by the Executive Secretary to all members in good standing not later than thirty (30) days prior to the first General Session of the National Conference. Ballots should be marked externally as an "Absentee Ballot," and clearly state from whom the ballot is being received. The Secretary will present the sealed envelope or emails containing the ballots to the Executive Committee Members who shall tabulate the votes prior to the election at the National Conference. Further, the Secretary shall certify that the member submitting each Absentee Ballot is, in fact, a member in good standing of the CSVA. During the New Business portion of the National Conference agenda, candidates will have the opportunity to address the membership. Time allotted shall be equal for all nominees and shall not exceed five minutes per nominee.

The election of officers will be held at the second General Session of the CSVA's National Conference.

In the event that there are no certified nominees for any office, nominations will be accepted from the floor during the first General Session of the National Conference. Such nominations shall not be official until the Treasurer certifies that the nominee is a member in good standing of CSVA. Any such nominees must have previously agreed to be nominated.

In the event that there is a single nominee for any position, it is permissible to elect that nominee by acclamation.

In the event that two or more members are nominated for any position, election shall be by means of written secret ballot. Only members in good standing may cast ballots which will be tallied to determine

the winner of the election. Ballots cast by individuals or members not in good standing at the time of the election shall be destroyed and not considered in the final tabulation of the voting. Ballots shall be counted by two (2) members of the Executive Committee, whose offices are not being considered on the ballot in question.

Results of the election shall be announced at the end of the second General Session at the annual National Conference.

Newly elected officers will officially take their offices at the annual banquet of the CSVA prior to the ceremonial end of the National Conference. In the case of the President, it shall be his/her first official duty to issue a ceremonial call to the membership to the next National Conference and adjourn the business of the CSVA for the current National Conference.

Challenges or Petitions for a Recount of the Votes shall be filed with the President of the CSVA no less than thirty (30) days following the final session of the National Conference in which the election in question was held. At the time of receipt, the challenger or petitioner should request that one member in good standing represent him in the recounting of the vote. This individual shall join the Executive Committee Members who tabulated the vote, assist in re-examining the ballots, and review the election. The challenger's/petitioner's appointee shall then present a written report to the full Executive Board recommending that the election stand or if the voting should be performed again. The full Executive Board will then vote upon whether to accept the finding of the challenger's/petitioner's appointee or allow the election to stand as decided at the National Conference. A majority of the full Executive Board will be necessary to overturn the election and initiate a re-casting of the ballots in a manner assigned by the Executive Board.

Section 6: Conference Representatives. Each conference, as recognized by the NCAA, shall have one representative seat on the Executive Committee. Conference Representatives shall be elected by the constituent members of their conference on an annual basis, in a manner as set by the conference membership. All Conference Representatives are required to be active members in good standing of the CSVA in order to serve and shall be required to attend the National Conference or be represented by a duly appointed substitute.

### **Article VIII Conference Description and Delineation**

Conferences will be determined by the decisions of the NCAA within the Division IA level. Institutions below the NCAA Division IA level will constitute their own conference grouping. All high school membership will also consist of a separate conference.

### **Article IX Committees**

The President will appoint all committee chairpersons as he/she deems appropriate, with the approval of the Executive Board, in carrying out the Board's purposes. These chairpersons will be responsible for recruiting his/her committee.

### **Article X Ethics Committee**

The Ethics Committee shall accept and investigate reports of violations of the Code of Ethics of the CSVA. This committee shall meet according to the demand when called by the Chairman.



**Article XI**  
**Books and Records**

The books, records, and financial statements of the CSVA, including annual audited financial statements, shall be available during normal business hours or under reasonable circumstances, upon request to the CSVA, under the responsibility of the Treasurer, for inspection by members.

**Article XII**  
**Audits**

An audited financial statement will be provided to the Executive Board every June.

**Article XIII**  
**Fiscal Year**

Unless otherwise changed by the Board, the fiscal year of the CSVA shall begin on the first (1st) day of June and end on the thirty first (31st) day of May of every year.

**Article XIV**  
**Parliamentary Authority**

The rules contained in the current edition of Robert's Rule of Order, Newly Revised, shall govern the CSVA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the CSVA may adopt.

**Article XV**  
**Amendments**

The CSVA bylaws may be amended, repealed, or new Bylaws adopted, upon an affirmative vote of two-thirds of the eligible members voting at a meeting called for that purpose.

**Article XVI**  
**Dissolution**

The CSVA may be dissolved at any time by the majority vote of the membership. In the event of such dissolution all funds contained in the CSVA's assets shall be divided equally and paid to the active membership.