

## **IX. OTHER INITIATIVES**

### **NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**

#### **Operating Code for Managing Memoranda of Understanding (MoUs)**

##### **I. Purpose**

- A. This operational code addresses the initiation and administration of agreements of Memoranda of Understanding (MoUs). NASSM is committed to ensuring that agreements are entered into by appropriately delegated Board Members following due consideration of risks, benefits, other relevant requirements and accountabilities, and aligned with the Society's purpose.
- B. This operational code addresses MoUs, which are formal or strategic agreements but do not bind the Society in a strict legal sense.

##### **II. Identification, development, and administration of new partnerships.**

- A. It is the role of the President and designated Board Members to identify, foster, communicate, and bring forward partnership proposals to the Governing Board for discussion and when appropriate, by legal counsel.
- B. The President and designated Board Members shall identify and seek partnerships with organizations that:
  - 1. align with the Society's purpose
  - 2. deliver clear benefits to the Society without incurring risks
  - 3. incorporate probity, accountability, efficiency, and effectiveness into their management
- C. If the NASSM Governing Board recommends that the MoU is viable, the President should participate in the negotiations process. The President will advise the NASSM Governing Board of the potential MoU electronically and discuss at the NASSM Governing Board meetings as to whether to proceed with negotiating an agreement.
- D. Once the NASSM Governing Board approves the partnership a MoU agreement should be written between the two parties and presented to the NASSM Governing Board for final vetting and vote. Upon the Governing Board's majority approval vote the President shall sign the agreement.

##### **III. Risk Management**

- A. NASSM considers the integration of risk management throughout all levels of the organization as fundamental to achieving the Society's strategic and operational objectives, as outlined in the Strategic Plan. Consequently, an analysis of risks and benefits must be undertaken prior to entering into an agreement, and it is the responsibility of the President authorized to sign the agreement, to ensure that risk management issues have been addressed.
- B. Continuous monitoring of risk during performance or over the life of the Agreement should also be undertaken and this is the responsibility of the President and Board Members.
- C. Risk is also reduced significantly when an agreement contains standard terms and conditions to ensure all relevant matters are addressed.

##### **IV. Management of MoUs: Roles and responsibilities**

- A. The President shall designate two Board Members for the responsibility of administering and overseeing all terms of the MoUs.
- B. The Board Members engage in ongoing communication with partners to ensure that each understands their roles and responsibilities.
- C. The designated Board Members are responsible for ensuring appropriate records are maintained in accordance with NASSM's records management system.
- D. Ensure that the Society fulfils its roles and responsibilities outlined in the MoU.

- E. In cooperation with the President, it is the designated Board Members' responsibilities to ensure that MoUs are monitored and report any updates/challenges to the Governing Board as appropriate.
- F. The NASSM website shall include a 'partnerships' page of the member section of the website and related partner links. Board Members shall communicate MoU partner updates with the Web Administrator on a yearly basis.

## **NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**

### **Procedure for Proposing to Amend an Award Title to Honor an Individual or Group**

In recognition of an individual's or group's exemplary scholarly achievement and profound contribution to the sport management academy, a Professional member may propose to amend an existing NASSM award title in honor of such an individual or group. The nominee must not only epitomize the values reflected in the award, but also reflect the ideals of the Society at large. Both the rarity and permanence of such an honor necessitate several layers of oversight, as described herein.

- I.** Consideration of a named award shall be initiated by a letter of nomination submitted by a Professional member (the "principal nominator") to the President. In addition to the principal nominator, the letter of nomination shall contain a list of no fewer than 50 Professional members ("cosignatories") that support the nomination. The principal nominator and each cosignatory shall hold Professional member status at the time the nomination is received by the Governing Board (via the President).
- II.** The letter of nomination shall serve as the primary document of review by the Governing Board and general membership. Additional credentials (e.g., documents of evidence, letters of support) may be submitted by the principal nominator to complement the letter of nomination. These credentials shall be submitted in accordance with public-notice requirements defined in the Constitution.
- III.** At each stage of consideration, the President shall communicate the nomination's status to the principal nominator.
- IV.** Upon receipt of a nomination, the President shall notify the Executive Director of the applicable award. The Executive Director shall verify the membership status of the principal nominator and cosignatories within two weeks of the nomination's receipt by the Governing Board.
- V.** Upon validation of the principal nominator and cosignatories' membership statuses, the Governing Board shall review and consider the nomination at any Pre-conference, Fall, or special meeting. Any vote by the Governing Board shall be consistent with the procedures defined in the Constitution.
- VI.** Upon approval of the Governing Board, the nomination shall be considered for final ratification by NASSM members at any Annual General Meeting or Special General Meeting.