

**Commission on**

**Sport Management**

**Accreditation**

#### BY-LAWS

**As approved by COSMA membership
on February 12, 2012**

**Amended on July 17, 2015**

**Amended on May 2016**

**Amended February 2017**

**Amended March 2019**

**Amended February 2020**

**Amended June 2020**

**BY-LAWS**

**Article I – Name**

The name of the organization is:

Commission on Sport Management Accreditation, hereinafter referred to as “COSMA.”

### Article II – Mission and Broad-Based Goals of COSMA

Section A. Mission

The purpose of COSMA is to promote and recognize excellence in sport management education in colleges and universities worldwide—at both the baccalaureate and graduate levels—through specialized accreditation.

Section B. Organization

COSMA is organized solely and exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section C. Broad-Based Goals

The broad-based goals of COSMA are:

1. To be the premier sport management accrediting body for 4-year institutions of higher education, both domestically and internationally.
2. To provide a forum to promote excellence in sport management education in colleges and universities throughout the world.
3. To identify characteristics of excellence in sport management education and establish accreditation expectations to assess excellence in sport management education.
4. To promote continuous improvement in sport management education through the use of outcomes assessment and other quality assurance processes, thereby benefiting our members, higher education, and the public.
5. To establish a continuing relationship with individuals and groups who are interested in promoting excellence in sport management education, including business and industry, government agencies, professional associations, and other groups throughout the world.
6. To promote innovation and creativity in teaching and learning, including the sharing of best practices in sport management education and assisting in the professional development of sport management educators.
7. To be a resource to member institutions and the public concerning issues in sport management education and accreditation.
8. To assist programs in benchmarking through the sharing of best practices and providing research and information.
9. To facilitate the globalization of sport management education through promoting awareness, understanding, and cooperation among domestic and international institutions.
10. To promote ethical practices in sport management and sport management education.
11. To promote fairness and diversity in sport management and sport management education.

### Article III – Functions of COSMA

In furtherance of its goals, but not in limitation thereof, COSMA shall work toward developing the following activities:

1. Develop and promulgate sound educational expectations and practices for the accreditation of sport management baccalaureate and graduate degree programs.
2. Collect and disseminate information about sport management education throughout the world.
3. Provide appropriate support for worthy projects and research in sport management education, as requested.
4. Sponsor meetings, conferences, workshops, and symposia.
5. Confer recognition upon outstanding supporters of sport management education.
6. Engage in lawful and ethical activities that will enhance and promote the study of sport management education and apprise the public of its value, scope, and character.
7. Assure equal treatment among COSMA members through regularly-evaluated and intentional policies and practices subject to member review and discussion.

#### Article IV – Membership of COSMA

Section A. Program Membership

1. Any four-year, post-secondary educational institution that grants sport management degrees at the baccalaureate or graduate level may apply for program membership. Membership eligibility is defined in the *Accreditation Process Manual*.
2. A baccalaureate or graduate degree-granting institution outside the United States and its territories may apply for program membership. COSMA uses “baccalaureate” to refer to four-year (or equivalent) post-secondary education consistent with the U.S. model of higher education.
3. Program members will designate a primary representative to COSMA; this person normally will be the head or acting head of the department/unit that administers the sport management program at that institution. Each member program will also designate an “alternate” to the primary representative who can act on his or her behalf when the primary representative is incapacitated or has left the employ of the program.
4. Each full-time faculty of a Program member in this category of membership has one vote on COSMA matters.

Section B. Other Categories of Membership

1. **Individual Membership**: Membership may be granted to those who serve as administrators or faculty in colleges and universities not holding program membership who are supportive of the mission and goals of COSMA. Individual members have one vote on COSMA matters.
2. **Student Membership**: A free membership may be granted to those students enrolled full-time in sport management undergraduate or graduate degree programs. Student members have one vote on COSMA matters.
3. **Corporate Membership**: Membership may be granted to corporations that are supportive of the mission and goals of COSMA. Corporate members have no vote on COSMA matters.

Section C. Jurisdictional Matters on Membership

Application for membership by separate units of a multi-unit campus, as well as other issues concerning memberships not otherwise covered by these By-laws, will be determined by the Board of Commissioners (“BOC”).

Section D. Revocation of Membership

Members failing to pay their annual membership dues or submit an Annual Report by August 31 of each year will have their membership revoked under provisions of Article V, and if revoked, they shall lose their accredited status. The BOC will make this decision on a case-by-case basis.

##### Article V – Finances: Dues, Fees, and Fiscal Year

Section A. Annual Dues/Fiscal Year

1. The annual dues for all membership categories shall be established by the Board of Directors (“BOD”). The annual dues are payable upon making application for membership to COSMA and annually thereafter.
2. Applicants who pay the membership fee, but are not approved for membership because they do not fit the basic membership criteria, will receive a refund.
3. Notice of non-payment of dues shall be sent to members who are delinquent. If a member fails to pay its annual membership dues by August 31, its membership will be revoked by the BOC.
4. The fiscal year and membership year commence on July 1 and ends June 30. The BOD may change the fiscal and/or membership year.
5. Annual membership dues for the ensuing year are payable by July 31, or as of the date specified by the BOD. Membership dues for the ensuing year, paid after August 31 (or at such time as may be designated by the BOD) are considered delinquent.

Section B. Fees

Fees for special services such as workshops, consulting assistance, accreditation applications and visitations, publications, and other similar activities shall be established by the BOD.

Section C. Finances

* 1. COSMA shall derive income from membership dues and site visit administrative fees as approved by the BOD. Other income may be generated through sources identified and pursued by COSMA as approved by the BOD, and in compliance with applicable laws and rules governing the operation of 501(c)(3) tax-exempt organizations.
	2. As a matter of law, the BOD shall have fiduciary responsibility for COSMA including the development, implementation, monitoring, and auditing of the budget.
	3. As a matter of law, no part of the net earnings of COSMA shall inure to the benefit of any member, director, donor, employee, or other individuals.
	4. With the guidance of the BOD Finance Director and the COSMA Executive Director, an independent, official audit of the financial transactions shall be conducted at the end of each fiscal year.

##### Article VI – Governance of COSMA – Board of Directors

Section A. Number

The number of voting Directors shall be 9 (nine) and can be expanded, as needed, by a vote of the BOD to amend the By-laws.

Section B. Composition

Four Directors shall be members that represent the diversity of institutions in sport management in terms of size, public/private, geographic location, and types of institutions; one Director shall represent minority serving institutions; one shall be an At-Large position to fulfill any representational needs; one shall keep records of all meetings (“Program Director/Program-Secretary Director”). Of the remaining Directors, one Director shall be a member of the sport management Business/Industry (“Industry Director”); one Director shall be a graduate level student (“Student Director”); and one Director shall be a member with expertise in non- or for-profit finance and act as a Treasurer (“Finance Director”). The COSMA Executive Director shall serve as an “ex-officio” member of the COSMA Board of Directors. The current Chair of the BOC shall serve as “BOC representative” and will have no vote.

Section C. Qualifications

Program and Program-Secretary Director: Any individual who meets **all** of the following criteria shall be eligible for appointment:

1. Is an individual member of COSMA or is at an institution in good standing that is a COSMA program member;

2. Does not currently hold elected or appointed office on a regional or national accrediting body;

Minority-Serving Institution (per U.S. Government designation) Director: Any individual who meets **all** of the following criteria shall be eligible for appointment:

1. Is an individual member of COSMA or is at a minority-serving institution in good standing that is a COSMA program member;
2. Does not currently hold elected or appointed office on a regional or national accrediting body;

At-Large Director: Each election cycle, the Board of Directors will determine any areas of need in representation on the Board and this position will be used to fill that need. Any individual who meets all of the following criteria shall be eligible for appointment:

1. Is an individual member of COSMA.
2. Does not currently hold elected or appointed office on a regional or national accrediting body.

Industry Director: Any member of the sport management industry who meets items 1 and 3 (item 2 is preferred) of the following shall be eligible for appointment:

1. Demonstrates interest in sport management education through internships or graduate placement;

2. Demonstrates experience with accreditation or other Boards of Directors;

3. Is an individual member of COSMA or is at an institution in good standing that is a COSMA program member.

Student Director: Any student who meets items 1, 2, and 3 (item 4 is preferred) of the following shall be eligible for appointment:

1. Is enrolled at the graduate level in a sport management program;

2. Is currently recognized in academic good standing at his/her institution;

3. Demonstrates an interest in sport management accreditation or policy;

4. Demonstrates experience with oversight boards

Finance Director: Any person who meets **at least one criterion in category “A” and at least one criterion in category “B”** shall be eligible for appointment:

Category A

1. Is presently or formerly responsible for the finances of a non-profit or for-profit entity;

2. Has a present or former finance relationship with the sport management profession;

Category B

3. Is presently or formerly a member of the academic community;

4. Demonstrates interest in sport management;

5. Demonstrates experience with oversight boards.

BOC Representative: The individual acting as Chair of the BOC. The BOC representative will have no vote, but will be allowed to participate in discussions and will provide the BOD with an update on the BOC’s activities.

Section D. Nomination and Election

1. Nomination Process

Each year by February 1 (or by such other date as may be set by the BOD), a Nominating Committee shall be recommended by the BOC and approved of by the BOD. The Nominating Committee shall consist of four persons selected from the current Primary Representatives of COSMA. Elections for both the BOC and the BOD shall occur at the same time each year, on separate ballots. A call for nominations shall be made to all COSMA program and individual members on March 1 (or by such other date as determined by the BOD) with descriptions of the BOD vacancies. Nominations will end by March 31 (or by such other date as determined by the BOD) (for more details, refer to “COSMA Call for Nominations document).

2. Election Process

The election shall be held by electronic ballot for all COSMA program members in good standing during a three week period after April 30 (or such other date as may be determined by the BOD). An opportunity for anonymous write-in nominations will be made available on the electronic ballot. Those candidates receiving the greatest number of votes shall be elected to the BOD. In the event of a tie between two candidates for one directorship, a run-off election will be held by electronic ballot. The winners will be announced by email.

Section E. Term of Office

Each Director shall take office at the conclusion of the election and serve a term of three years, except in the case of Sections F and G. The Student Director shall serve a term of one year for a maximum of two years. The term of office of the Directors shall be staggered. Directors may not serve more than two consecutive terms. For the purpose of implementing these By-laws on or before November 1, 2011, the terms of the Program Directors will be extended to 2016 and 2017. These Directors will be eligible for reappointment. The initial term of the incoming Industry Director shall be a three-year term that begins in 2012. The initial term of the Student Director shall be a two-year term that begins in 2012. The initial term of the Finance Director shall be a four-year term that begins in 2012.

Section F. Re-election and Reappointment of Directors

Directors serve terms of three years; one year, up to two years, for the Student Director. Directors may not serve more than two consecutive terms. In the event a Director wishes to serve a second term, the Director shall so inform the Nominating Committee.

Section G. Vacancies and Removals

1. A vacancy on the BOD shall be filled for the balance of the term thereof by an individual upon recommendation of the Nominating Committee to the BOD. A majority vote of the entire BOD is required to confirm the Nominating Committee’s recommendation. Vacancies must be filled within three months following the vacancy. If a vacancy occurs near the time of the regular election process, the vacancy shall be filled in accordance with Section E. An individual appointed to fill a vacancy on the BOD shall be eligible for re-election to one additional term in accordance with Section F.

2. Any Director may be removed from office with or without cause by a two-thirds vote (i.e., six of nine members of the entire BOD).

Section H. Confidentiality

Within 30 days of the commencement of his or her term of office, and again annually, each Director shall sign an agreement stating that the Director will not disclose any confidential information as defined by the *Accreditation Process Manual*. If a question is raised as to the confidentiality of certain information, confidentiality will be determined by a vote of the BOD.

Section I. Exclusions

No Director shall be on the BOC or be in the role of making decisions on a regional or national accrediting body. No Director shall have any familial or supervisory relationship with any other Director.

Section J. Conflicts of Interest

Each Director will agree to fully and promptly disclose to the BOD any existing or potential conflict of interest the Director may have, of either a personal, professional, business, or financial nature. After full disclosure, the BOD shall determine whether or not the Director shall be recused from voting on any matter involving the conflict.

Section K. Authority and Responsibility

1. The BOD shall elect its own chair at the beginning of each year. The Chair shall convene and will preside over the meetings and be a spokesperson for the BOD and COSMA.
2. The BOD shall have such authority as is necessary and appropriate for the general oversight of the affairs of COSMA. Included among its authority and responsibilities are:
	1. Establishing the policies and procedures essential to accomplishing the mission and goals of COSMA and its proper functioning;
	2. Establishing committees and task forces, as necessary, and appointing members to these committees and task forces;
	3. Approving the annual budget and strategic plan of COSMA;
	4. Approving all contracts and other legal documents of COSMA;
	5. Monitoring the effectiveness of the policies, procedures, and activities of COSMA and approving changes and improvements where appropriate;
	6. Monitoring membership recruitment, public relations, and recognition of COSMA by appropriate agencies or groups.
	7. Monitoring any misuse or misrepresentation of the COSMA name and the COSMA accreditation process;
	8. Adopting such rules and regulations for the conduct of its business as it shall deem advisable and may, in the execution of the powers granted, delegate certain of its authority and responsibility to the Executive Director.

Section L. Compensation

Directors shall not receive any compensation for their services, but by resolution of the BOD may be reimbursed for the reasonable and appropriate expense of attendance at meetings and other functions of the BOD, within budgetary constraints.

Section M. Officers and Directors Liability Insurance

The BOD shall obtain directors and officers liability insurance for its volunteers and employees in accord with the the Virginia Non-Stock Corporation Act and such other laws and regulations of the Commonwealth of Virginia.

Section N. Executive Director (“ED”)

The BOD shall employ an Executive Director who shall be a paid professional staff person and ex-officio member of the BOD and BOC, without the right to vote. The ED will be employed pursuant to a written employment contract that will be reviewed on an annual basis.

### Article VII – Board of Commissioners (BOC) for COSMA

Section A. Powers

1. Determine accreditation status for programs.
2. Make changes in accreditation expectations, interpretation, and process.
3. Re-evaluate the sport management education programs of accredited member programs based on their annual report submissions, as necessary.
4. Exercise such other incidental powers as are reasonable and necessary to carry out the functions of the BOC (e.g., suggest changes to the By-laws, recommend budgetary modifications).
5. Establish committees and task forces, as necessary, and appoint members to these committees and task forces.

Section B. Composition

The BOC shall be composed of 9 (nine)Commissioners from the program and individual membership (at least one of whom shall represent a minority-serving institution), 1 (one) “public” member Commissioner (outside of sport management) and 1 (one) “practitioner” Commissioner representing the sport management industry for a total of 11 (eleven) members. Additional members of the Commission may be added, for every six program members, up to a maximum of 14 Board members, as determined by the BOC and approved by the BOD. The BOC membership shall represent the diversity of sport management programs in terms of size, public/private, geographic location, and types of institutions. Commissioners are elected by the voting membership of COSMA. The BOC operates under its own internal procedures, approved by the BOD. The COSMA Executive Director shall serve as an “ex-officio” member of the COSMA Board of Commissioners.

Section C. Terms of Office

1. Commissioners shall be elected to staggered terms of three years. The Practitioner member shall serve a minimum of one year, up to a three-year term, and shall affirm his/her commitment annually.

2. All newly elected Commissioners shall take office at the conclusion of the election.

1. Commissioners may serve two consecutive terms, for a maximum of six consecutive years of service.

Section D: Conflicts of Interest

Each Commissioner will agree to fully and promptly disclose to the BOC any existing or potential conflict of interest the Commissioner may have, of either a personal, professional, business, or financial nature. After full disclosure, the BOC shall determine whether or not the Commissioner shall be recused from voting on any matter involving the conflict.

### Article VIII – Board of Commissioner Elections

Section A. Nominating Committee

Each year by February 1 (or such other date as may be determined by the BOD), a Nominating Committee shall be recommended by the BOC and approved of by the BOD (this is the same Nominating Committee as referenced in Article VI, Section D). The Nominating Committee shall consist of four persons selected from the current Primary Representatives of COSMA. Elections for both the BOC and the BOD shall occur at the same time each year, on separate ballots.

Section B. BOC Nomination and Election Process

A call for nominations shall be made to all COSMA program and individual members on March 1 (or on such other date as may be determined by the BOD) with descriptions of the BOC vacancies. Nominations will end by March 31 (or on such other date as may be determined by the BOD). The Nominating Committee will select candidates for approval by COSMA program and individual members in good standing during a three week period after April 30 (or on such other date as may be determined by the BOD). An opportunity for anonymous write-in nominations will be accepted during the voting period. Those candidates receiving the greatest number of votes shall be elected to the BOC. In the event of a tie between two or more candidates for one member or non-member position, a run-off election will be held by electronic ballot. The nominees will be elected by a majority of the voting membership and will be announced by email.

The Chair and Vice-Chair of the BOC shall be elected by its eleven members at a face-to-face meeting of the BOC, held in September and February each year.

###### Article IX. – Meetings

Section A. Annual Member Meeting

The Annual Member Meeting of COSMA shall be held at the annual COSMA Conference. This is the only in-person meeting of all members. Any decisions that must be approved of by COSMA membership outside of this meeting shall be done by electronic ballot.

Section B. Board of Directors Meetings

The BOD shall meet once a year (concurrent with the annual COSMA Conference or in February) and shall host quarterly conference calls to discuss additional business throughout the year. The BOD may also use online conferencing (e.g., Skype) in lieu of an in-person meeting and for conference calls, but all members must be able to clearly and effectively hear one another.

Section C. Board of Commissioners Meetings

The BOC shall meet in person twice a year and more often if deemed necessary by the BOD; once in September and once in February. The BOC shall host regularly scheduled conference calls to discuss additional business throughout the year. Members of the BOC may use online conferencing (e.g., Zoom, MS Teams) or telephonic communications to attend in-person meetings if they are unable to physically attend, but all members must be able to clearly and effectively hear one another. A majority of the BOC members must be in attendance at in-person meetings (a quorum).

Section D. Quorum

A majority of the elected members of the BOD and BOC shall constitute a quorum for purposes of conducting sport management business and decision making. Twenty-five percent of the program and individual members present at the Annual Member Meeting shall constitute a quorum.

**Article X – Rules of Order**

Section A. Parliamentary Authority

The meetings of the COSMA membership, BOD, BOC, and its committees and task forces shall be governed by Robert’s Rules of Order (Modern Edition) in all cases where said rules do not conflict with the By-laws of COSMA.

Section B. By-law Changes

The power to alter, amend, or repeal the By-laws or adopt new By-laws shall be vested in the BOD. The BOC and COSMA membership may request that the BOD amend the By-laws, as needed.

**Article XI – Dissolution of COSMA**

Section A. Procedure

Upon the recommendation of the BOD, and after debate at the Annual Member Meeting, COSMA may be dissolved by a two-thirds vote of the program and individual members of COSMA.

Section B. Disposition of Assets

In the event that COSMA should ever be dissolved and thereby cease to exist, the BOD shall have the power and is hereby authorized to dispose of, for cash, all property and securities belonging to COSMA. Upon the dissolution of COSMA, its assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.