SUPERFANS ORGANIZATIONAL CONSTITUTION

I. MISSION
   A. As SuperFans of Loyola University Maryland, we are committed to supporting Loyola student-athletes and all those who are loyal to the Greyhounds. It is our duty to help create a loud and enjoyable atmosphere at all Loyola sporting events while maintaining integrity and sportsmanship. It is our hope that all members of the Loyola community feel proud to wear green and grey and to always keep school spirit as a central focus of their daily lives.

II. HISTORY
   A. Founding of Organization
      1. Loyola SuperFans became an official student club in 2005 in response to a noticeable lack of school spirit among students at Loyola. Loyola SuperFans was developed to help galvanize school spirit and promote Loyola’s intercollegiate athletic events in a fun and appropriate matter.
      2. SuperFans holds the belief that school spirit and pride are directly linked with student development and a sense of community and belonging among students. As such the foundation of SuperFans is built upon the belief that achieving the goal of increasing school spirit at athletic events will lead to an increase in general school pride.
   B. Relationship with the Department of Athletics
      1. Since its inception as a club, it was a logical connection that success of the organization would be dependent upon a mutually-beneficial operational working relationship between SuperFans, Student Activities and Athletics. This is because in order to be successful, SuperFans needs to work with Athletics and vice versa on a coordinated effort to increase spirit at athletic events.
      2. As such, regular meetings between the Super Fans Moderator, President/Vice President, and the marketing and leadership staff of Athletics are a necessary element of measured success of the organization. It is up to the aforementioned representatives to determine the timing and scheduling of such meetings.

III. TRADITIONS
   A. Logo
      1. The formal logo of SuperFans includes a cartoon depiction of a greyhound dressed as a superhero with the words Loyola and SuperFans in an arch around the greyhound
      2. The logo can be reinterpreted in various color palettes as decided upon by a simple majority vote of the Executive Board
      3. Logo files must be kept in the SuperFans folder of the Student Activities H: Drive and maintained by the Advisor and Graduate Assistant.
   B. Colors
      1. Green, Grey, White and Black
   C. Fight Song
      1. TBD
   D. Cheers
      1. Greyhounds! Greyhounds! Greyhounds! Greyhounds!...
      2. Here we go Greyhounds here we go!
      3. Let’s go Greyhounds, let’s go!
   E. Traditions
      1. We will honor the Greyhounds...We will not put any other school’s team before them
2. We will ensure that Reitz/Ridley is Rowdy
3. We will always show our Loyola Pride by wearing Green and Grey
4. We will support our team...win or lose
5. We will respect fans, players, coaches and officials in our language and behavior
6. We will arrive to games early...and pack the house
7. We will stay to the end of the game (There is no traffic to beat)
8. We will always ‘Get Up’
9. We will support ALL Loyola sports teams
10. We will always be Loyola SuperFans!

IV. EXECUTIVE BOARD

1. All Executive Board Members
   a. Responsible for being the primary engagers with the student body by starting and maintaining chants at Loyola athletic events.
   b. Responsible for the designing of all SuperFans memorabilia and giveaways to be voted on at meetings.
   c. Responsible for attending weekly executive board meetings
   d. Responsible for attending all SuperFans highlighted athletic events

B. Positions

1. President (1)
   a. Responsible for all actions and operations of SuperFans
   b. Oversee function and activities of executive board
   c. Meet with advisor once a week to discuss operations of the executive board
   d. Prepare agenda for each meeting
   e. Lead all executive board meetings
   f. Responsible for keeping in close contact with and overseeing the duties of executive board

2. Vice President (1)
   a. Assume duties of the President in times of absence
   b. Assist President in all operations and event development of SuperFans
   c. Prepare the SuperFans activities calendar by season (tailgates, spirit week, promotion tables, Green and Grey Wednesdays, etc.)
   d. Ensure the effective and efficient planning, management, and implementation of all event operations
   e. Coordinate with the Advisor on budget management

3. Campus Outreach/Fan Traditions Coordinator (3)
   a. Act as liaison between SuperFans, SAAC, and other organizations on campus
   b. Coordinate with the President and Vice President about potential co-sponsorships for on and off campus events – Light City, Relay for Life, Pep Rally, etc.
   c. Responsible for ensuring the Traditions of SuperFans are apparent to the student body
   d. Responsible for the creation and distribution of a biweekly newsletter, The SuperFans Scoop.

4. Publicity/Promotional Coordinator (2)
   a. Responsible for the development of weekly SuperFans media files for the digital signage system
   b. Responsible for coordinating meetings with Graduate Assistant regarding digital signage and the execution of Green and Grey Wednesdays
c. Responsible for coordinating and executing Green and Grey Wednesdays
d. Responsible for the SuperFans camera, taking photos at games and other events, and uploading those photos to Flickr.

5. Social Media Coordinator (2)
   a. Responsible for the maintenance and upkeep of social media accounts: Twitter and Instagram
   b. Responsible for consistently updating and promoting relevant Loyola Athletics events via our social media channels, as they are our easiest outlet to communicate to the student body
   c. Both coordinators are responsible for the content on all social media channels associated with SuperFans.
   d. All posts must include appropriate, ethical and responsible content
   e. Responsible for the creation of promotional videos for select Athletic events

6. First-Year Liaisons (4-5)
   a. Work with other members of the Executive Board performing responsibilities they have interest in potentially pursuing in the future
   b. Will be selected according to the procedures outlined in the Application/Appointment Process section of this constitution for First Year Liaisons
   c. Act as the primary liaisons between the SuperFans organization and the first year class
   d. Responsible for helping to get the first year students engaged with the mission and vision of SuperFans

7. Graduate Assistant
   a. Act as a resource person to the SuperFans executive board
   b. Provide guidance in the planning, management and implementation of various activities and programs, as well as aid in the decision-making process of the executive board
   c. Assist the Publicity/Promotions Coordinator in developing digital signage for upcoming events
   d. Create and maintain an email distribution list
   e. Work with the Campus Outreach/Green Traditions Coordinators to create and distribute biweekly newsletter, The SuperFans Scoop
   f. Create promotional images to distribute via email, as needed
   g. Assist with the maintenance of the SuperFans website
   h. Responsible for attending weekly executive board meetings

8. Advisor
   a. Must be a full-time administrator within the office of student activities
   b. Oversee the general activities and programs of the organization in direct coordination with the President and Vice President
   c. Act as the primary liaison between SuperFans, Student Activities and Athletics
   d. Responsible for meeting with the president weekly
   e. Responsible for meeting with an Athletics administrator weekly
   f. Responsible for the financial management of the SuperFans budget, which is housed as a budget line within the general office of student activities operating budget

C. Attendance Policies
   1. Meeting Schedule and Attendance
      a. Attendance at all meetings is mandatory with the exception of excused absences. It is, after all, a privilege to be on the SuperFans board and with a limited amount of board members, everyone's attendance is necessary.
b. Family emergency and illness are automatically excused, however informing the organization's president (or vice-president) is preferable as soon as possible.

c. Class conflicts are always excused

2. Excused Absence
   a. The president of the organization must be informed of any expected absences as soon as possible; no later than 48 hours in advance.
   b. Each member of the board is allowed one unexcused absence per semester. This one unexcused absence is granted for each member to use at their own discretion as they see fit. However, this unexcused absence is not to be utilized on a mandatory event that SuperFans is hosting; only for a regular weekly meeting.
   c. If a member has more than one unexcused absence for a meeting and/or has missed a mandatory event without prior notice, it will result in serious reconsideration of said member's position on the board.
   d. The president and vice president of the organization are granted full discretion regarding the reconsideration of said member's position on the board.

3. A board member that does not attend a meeting where a vote is being taken place will be excused from that vote and will not be granted input after the vote has come to a close.

D. Voting/General Decision Making Policies
   1. A member of the board must be present at the meeting in order to vote.
   2. Each member’s vote is counted as one.
   3. Decision regarding promotions, events, and other Board decisions will be made with a vote, requiring approval of a plurality of the board.
   4. Each vote will be conducted as follows: each board member will cast their vote prior to the President and Vice President. Only if the vote is within two will the President and Vice President cast their votes.
   5. In the event of a tie, the Advisor, President, and Vice President will make the final decision through discussion, with the consideration of criticisms of the dissenting board members.
   6. Once the vote is taken, the discussion for that topic will end.
   7. In the event that discussion for the topic arises again, a revote can take place, but not at the same meeting as the first vote. A motion must be made by one board member and seconded by another. Neither the President nor Vice President may make the motion or second it. If the motion is seconded, a vote will be held whether to revote or not; a majority of the board members must approve the revote. The revote will then take place, following the normal voting procedure.
   8. Once a revote takes place, it cannot come to another vote during the same academic semester.

E. Executive Board Appointment Process
   1. Requirements for Applicants
      a. The applicant would need to follow the protocol of applying and having all of the requirements to do so by the deadline that is assigned and posted on the student activities website that the current board votes upon.
      b. If the applicant is applying for either the President or Vice President positions, the applicant must have previous experience on the Executive Board.
      c. Upon the review of the applicant’s application, an interview with the current President and Vice President, along with the advisor (if applicable) would need to take place. (i.e. If the applicant applying is one of the current positions specified for that year, the other position is left vacant to do so and complete the interview without.)
(i) If the President and/or Vice President know(s) the interviewee, to avoid bias, the interviewee will be interviewed by the advisor, along with another member from the executive board (if applicable).

d. The application process would begin in the Spring Semester for the following year and would need to be completed by sometime before finals week begins. The applicant would then need to follow the previous steps, at that time.

e. The appointment process would be done by the current president, vice president and advisor of the board.

   a. General Executive Board
      (i) The application process would begin in the Spring Semester and need to be completed by the allocated date set by the board that year. (i.e. Before finals week.)
   b. First Year Liaisons Position
      (i) The application process would need to be completed two weeks after the Activities Fair of that year.

3. Term
   a. The position that an Executive Board member obtains, will have a term lasting the entire school year. (i.e. that application period)
   b. Every Executive Board member does not have guaranteed membership for the following year. Therefore, if a member wishes to continue their position or transfer to another internally, they must re-apply and complete the full application process.

4. Vacancies/Resignations
   a. An applicant may not apply for a position on the Executive Board if they are studying abroad in the fall or spring semester.
   b. In extenuating circumstances, an Executive Board member must notify the current President and advisor immediately. If this case arises, the President and Advisor may choose to bring it to the board as a vote to hire that position back or not.

V. GENERAL STUDENT BODY
   A. All current students of Loyola University Maryland are members of Superfans, as long as they follow the following SuperFan traditions:
      1. Attend games often/regularly
      2. Show Greyhound spirit at Loyola sporting events, and be active participants in SuperFan spirit
      3. Abide by the list of SuperFans traditions
      4. Participate in weekly Green Fridays
   B. Superfans attend as many games as possible, contribute to the experience, and engage in the craziness that encompasses being a Superfan.
   C. Involvement on a greater extent is applicable, given sign up for the email list (superfans@loyola.edu), and/or friending Loyola Superfans on Facebook and/or following @HoundSuperFans on Twitter, and/or following @LoyolaSuperFans on Instagram.

VI. MERCHANDISE
   A. Merchandise Design
      1. All merchandise should have the SuperFans logo somewhere on it.
      2. The board reserves the right to decide where/if the logo is placed on a case by case basis.
   B. Giveaways
1. Giveaways are only valid for current, ticket-holding students.
2. One per person.
3. Members of the board will also receive all giveaway items.
4. The board reserves the right to change standards for giveaway eligibility.

C. SuperFans Executive Board Merchandise
   1. Complimentary SuperFans shirts are given to members of the board.

D. Selling Merchandise
   1. Merchandise can be sold at specific games, on the quad/in the Boulder Atrium when scheduled in advance with the offices of student activities and events services.
   2. Otherwise merchandise that is sold is always available during business hours in the office of student activities.

VII. CO-SPONSORSHIPS
   A. Any organization that approaches us to co-sponsor something or if we seek an organization it has to be promoting greyhound athletics or answer to our mission. It has to be promoting student athletes.
   B. Co-sponsorships include but are not limited to: Messina, Student Engagement, Relay for life, etc.
   C. The Collaborations/Campus Outreach Coordinators are responsible for putting a plan together before the semester to present to the board

VIII. COMMUNICATIONS/FIILE STORAGE
   A. Communications
      1. Communications amongst the board will be conducted within a hierarchy system. If communication needs is necessary between the Advisor and the Board, the Advisor may directly contact the President and/or Vice President to relay that message. However, the advisor may also elect to email the Board as a whole through e-mail, or whatever way communication is most easily utilized.
      2. Communication amongst the Board can be conducted through a group message system, such as a group text message, e-mail chain, or conference call.
      3. Communications with the student body will be conducted through social media outlets, as well as e-mail.
      4. All members of the Board can communicate directly with the Advisor if they so wish, or they can discuss something with the President or Vice President for them to bring to the Advisor if desired.
      5. All of the above statements apply only to communications when outside of a scheduled meeting or event. When the Board is in session at a meeting, everyone may talk freely amongst each other in an ordered way. The Advisor, nor the President, has to introduce a subject in order for it to be discussed. If any member of the Board has an idea or motion, they can bring it forward openly.

   B. File Storage
      1. File storage should be completed on a cloud based storing system so that the board can have easy access to event plans that it previously arranged. It is the advisor’s job to make sure that this information is managed year-to-year.
      2. Logos are the exception to this rule. The Advisor will be responsible for keeping any logo, whether it is the Loyola Athletics logo, SuperFans logo, or the Patriot League logo. This will be to ensure that the copyrights and trademarks of the logos are not compromised.

   C. Website
1. The Advisor is the responsible party for updating and managing the website.
2. The website should be used to share information with the general student body as well as be a location point for Loyola students to sign up to receive emails via the module widget located in the menu of the SuperFans webpage.
3. The website should be linked to from the general Athletics webpage.

IX. ADDITIONS/MODIFICATIONS/DELETIONS
A. Any additions, modifications, and/or deletions to this constitution must be submitted in writing to the entire executive board for review.
B. Any additions, modifications, and/or deletions should be developed in accordance with the guiding philosophy of the mission of SuperFans.
C. Approval or rejection of any additions, modifications, and/or deletions must be discussed by the entire executive board and subsequently voted upon in accordance with the voting guidelines and processes outlined in Section IV.C.
D. Final approval or rejection of any addition, modification, and/or deletion must be submitted to the Advisor for final review and approval or rejection.