

BY LAWS

(Revised Fall 2003)

of the

Louisiana Collegiate Intramural-Recreational Sports Association, Inc., (LCIRSA or Association).

Article I - Purpose

- Section I** This organization has been formed to provide a forum from which professionals and non-professionals may convey opinions, ideas, wishes, and needs toward the promotion and advancement of Intramural-Recreational Sports activities.
- Section II** The term "Intramural-Recreational Sports activities" shall encompass programs for men and women conducted at these educational institutions, including but not limited to the following programs: Intramural Sports, Sport Clubs, Informal Recreation, Special Interest Programs, Outdoor Recreation, Extramural Sports, Instructional Sports, Sports Medicine, Risk Management and Fitness and Wellness.
- Section III** A major thrust of the LCIRSA is to encourage the membership to join and to support the National Intramural-Recreational Sports Association (NIRSA) and other allied fields on a basis of mutual interest, understanding and helpfulness.
- Section IV** Make available resources, which will enable research to benefit the Association and its membership.

Article II - Executive Board

- Section I** The Executive Board (Board) of the LCIRSA shall be, with the approval of the membership, the primary policy making body of the Association.
- Section II** The Executive Board shall conduct and administer the continual operation of the Association as directed by the membership, and outside the time frame of Association business meetings.
- Section III** Specific duties and responsibilities of the Executive Board shall be maintained as an Appendix to the By-laws, and may be modified by vote of the general membership.
- Section IV** The Executive Board shall be comprised of three (3) members, each selected in accordance with the By-laws of the Association.
- Section V** All members of the Executive Board must possess and maintain current active membership in both the LCIRSA and the NIRSA. Annual membership renewal deadlines shall adhere to the same dates as established by the NIRSA for members who serve as elected officials or committee members. These memberships must also have been in effect at least one (1) year prior to assuming a position on the Executive Board.
- Section VI** Prior to assuming a position on the Executive Board, an individual may not have been an elected member of the Executive Board for at least one (1) year.

- Section VII Tenure for each member shall be three (3) years.
- Section VIII One (1) new member shall be elected annually.
- Section IX Should a Board member be unable to complete their tenure, the Executive Board shall appoint a member to serve interim until the next scheduled Association election.
- Section X The un-expired tenure of a Board position shall be completed by a member elected from a general vote of the membership, unless the term is in the final year of tenure.
- Section XI Annually, at the first meeting of a newly formed Board, the Executive Board shall select from its membership, a Chairperson, whose specific duties and responsibilities shall be maintained as an Appendix to the By-laws and may be modified by a vote of the general membership.
- Section XII A quorum shall consist of two-thirds (2/3) of the members.
- Section XIII The use of proxy votes shall be prohibited.
- Section XIV Meetings may be called by a quorum request or by the Chairperson of the Board.
- Section XV At no time shall more than one (1) individual from the same institution be allowed concurrent membership on the Executive Board.

Article III - Election Procedures

- Section I Candidates must meet all eligibility requirements as set forth by the Association.
- Section II Candidates may self nominate or be nominated by any professional member of the Association.
- Section III All nominations must be received by the Executive Director at least thirty (30) days prior to the election.
- Section IV Elections will be conducted at the Business Meeting of the Association held in the Fall of each year.
- Section V The Executive Director shall by the most prudent means available, notify all members with the names of all candidates a minimum of fifteen (15) days prior to the election.
- Section VI Election shall be by secret written ballot, overseen by the Executive Director.
- Section VII The candidate receiving the highest vote total for the position being voted upon shall be placed into the appropriate position for which the election has been conducted.
- Section VIII In the event of a tie vote, members present shall re-vote to break the tie, a simple majority to dictate.

Section IX The same process shall be utilized for any election vote conducted by the general membership, with an independent accounting held for each position being voted upon.

Section X New full tenure position members shall assume their duties at the close of the LCIRSA Fall Business Meeting. Members elected to fill an un-expired tenure Executive Board position shall assume their duties immediately.

Article IV - Executive Director

Section I The Executive Director shall be the chief appointed official of the Association, and shall perform the necessary administrative functions required for the continual operation and conduction of business of the Association.

Section II Specific duties and responsibilities of the Executive Director shall be maintained as an Appendix to the By-laws and may be modified by a vote of the general membership.

Section III The Executive Director shall meet the same eligibility standards as any elected official of the Association. Additionally, a minimum of three (3) years professional experience in the Recreational Sports field is required.

Section IV Initial appointment, as the Executive Director shall be for one (1) year. The Executive Board shall annually ascertain whether this appointment shall be terminated, or extended for another year.

Section V The process of appointment of an Executive Director through open application from the membership must be conducted by the Executive Board a minimum of every three (3) years.

Section VI Any Association member meeting the eligibility requirements of the position may, in writing, notify the Chairperson of the Executive Board as to their application for the position.

Section VII The Executive Board shall review the credentials of all applicants and select two (2) final candidates.

Section VIII All members of the Association shall receive a synopsis of the credentials of both candidates.

Section IX The Chairperson shall call for a special balloting of the membership to determine the naming of the Executive Director, a simple majority of ballots cast to dictate.

Article V - Meetings

Section I Association Business Meetings shall be conducted in conjunction with the State Tournaments.

Section II Special Business Meetings may be called by action or direction of the Executive Board.

Section III Meetings shall convene at a time to be determined by the Executive Board.

Section III A Roll Call of all Institutional and Professional Members shall be made at the beginning of each meeting.

Article VI - Committees

Section I The Association shall maintain three (3) permanent Standing Committees, they are: Finance; Competition, Rules and Official's Development; and Fitness and Wellness.

Section II The Chairperson of the Executive Board or any Standing Committee shall be authorized to establish and appoint members to ad hoc committees as deemed necessary for the conduction of business relative to the function and role of their specific committee.

Section III Specific duties and responsibilities of Standing Committees shall be maintained as an Appendix to the By-laws, and may be modified by a vote of the general membership.

Section IV For each State Tournament, an ad hoc Appeals Committee shall be formed utilizing members of the Competition, Rules and Official's Development Committee.

Section V Finance Committee: To serve as the primary advisory body, relative to both the short and long term financial affairs of the Association.

A) Shall be comprised of three (3) voting members, and one (1) non- voting ex-officio member.

B) One (1) appointed member of the Executive Board shall sit on the Finance Committee.

C) Two (2) persons elected at-large from the general membership of the Association shall sit on the Finance Committee.

D) Should any elected member of the Finance Committee be unable to fulfill their tenure, the procedure utilized to fill a vacancy on the Executive Board shall be employed.

E) The Executive Director shall sit as the ex-officio member of the Finance Committee.

Section VI The at-large members of the Finance Committee shall serve on a staggered two (2) year tenure. All other members shall sit as dictated by their appointment eligibility.

Section VII Competition, Rules and Official's Development Committee: This committee shall administer, supervise and evaluate the competitive aspects of each State Tournament conducted by the Association. The members shall serve as the primary resource entity of the Association to provide for the establishment, implementation and evaluation of all rules and regulations for all sport tournaments conducted by the Association. The Committee shall oversee a comprehensive program of official skill development on a statewide basis.

Section VIII Fitness and Wellness Committee: This committee shall direct Association involvement in the research, implementation, development, certification and promotion of topics, programs and activities relative to the Membership needs in the areas of Fitness and Wellness. Committee efforts shall be directed not only to Association sponsored events, but designed also to assist the general membership in the administration of quality programming on their home campus.

- Section IX Membership Appointment. Membership on a Standing Committee, other than the Finance Committee, shall be made via appointment by the Chairperson of the Executive Board, with Board approval.
- Section X An individual must hold and maintain active professional membership in the LCIRSA for eligibility to sit on any Standing Committee. Annual membership renewal deadlines for all committee members shall be November 1 of each year.
- Section X Each committee shall elect from its membership a Chairperson.
A. The Chairperson shall be elected at the Fall Meetings of the Association of each even numbered year.
B. The new Chairperson shall assume their duties at the start of the Spring Meetings of each odd numbered year.
- Section XI No member of the Executive Board may serve as the Chairperson of a Standing Committee.
- Section XII Each committee Chairperson should submit to the Executive Director a written report relative to committee functions. This report should be received a minimum of seven (7) days prior to each Association Business Meeting.
- Section XVI On or prior to March 1 of each year, the Chairperson of each committee may submit to the Executive Director a proposed budget for the subsequent fiscal year.

Article VII - Archives

- Section I The Official Archives of the LCIRSA shall be maintained under the direction of the Executive Director.
- Section II Each Tournament Host shall provide the Executive Director with all rosters and results from each State Tournament.
- Section III The Archives shall contain a record of all participants, listed by name and Social Security Number, in order to verify the "Five Year" participation rule.
- Section IV Appropriate Directors shall be notified of all individuals reaching their fourth year of participation.
- Section V The Archives shall contain all pertinent historical documents and materials of the Association.

Article VIII - Amendments and Voting

- Section I Amendments to the Articles of Incorporation, By-Laws or "protected" provisions of the Tournament Handbook may only be ratified by a majority Institutional vote of those present at an Association Business Meeting the manner of election process to be determined by the Executive Board.
- Section II Written/electronic notification of said proposed amendment(s) must have been posted to all members at

least fifteen (15) days prior to the date of the vote.

Section III Each Institutional Member shall receive one (1) vote. This vote must be cast by any Professional Member of said institution.

Section IV Each Professional Member shall be allowed one (1) vote on all matters other than those concerning amendments to the Articles of Incorporation, By-Laws or "protected" provisions of the Tournament Handbook.

Section V The general membership may veto actions or decisions of the Executive Board by a two-thirds (2/3) Individual vote of those members present at an annual Fall or Spring business meeting of the Association.

Section VI Absentee voting shall be available to all members, either Institutional or Individual. The process for Absentee Balloting shall be:

- A) Requests of Absentee Ballots shall be made to the Executive Director.
- B) The Executive Director shall confirm the membership status of the requester, and forward the appropriate ballot to the Member.
- C) Completed ballots shall be returned to the Executive Director or Executive Board Chair prior to established voting deadline.
- D) The use of electronic transmission of Absentee Ballots will be permissible.
- E) Use of Proxy voting is not permitted.

Article IX - Parliamentary Procedures

"Louisiana Rules of Order" shall be followed when conducting all business of the Association.

Article X - Membership Dues

Section I The fiscal year of the Association, and therefore term of membership for individuals and institutions shall be September 1 through August 31, annually.

Section II INSTITUTIONAL MEMBERSHIP fees shall be fifty dollars (\$50.00) a year. Institutional Membership includes one Professional Membership per institution. Additional Professional or Student Memberships may be included in the invoiced Institutional Membership notification in accordance with Association fee structures.

Section III PROFESSIONAL MEMBERSHIP fees shall be fifteen dollars (\$15.00) per year for each member.

Section IV ASSOCIATE MEMBERSHIP shall be ten dollars (\$10.00) per year for each member.

Section V STUDENT MEMBERSHIP shall be five dollars (\$5.00) per year for each member.

Section VI All membership payments must be received prior to November 1 of each year. Renewal fees received

after this date must include a penalty payment of fifteen dollars (\$15.00) for Institutions and/or five dollars (\$5.00) for Individuals.

Section VII INSTITUTIONAL MEMBERSHIPS MUST BE PAID PRIOR TO REPRESENTATIVE TEAMS BEING ALLOWED TO PARTICIPATE IN STATE TOURNAMENT COMPETITION.

Article XI - Financial Obligations

Section I The Association and its authorized representatives, shall meet all approved financial obligations duly presented for payment in a timely manner.

Section II EXECUTIVE DIRECTOR HONORARIUM: The Executive Director of the Association shall receive nine-hundred dollars (\$900.00) annually as a personal honorarium for services rendered to the Association.

Section III CHAIRPERSON, EXECUTIVE BOARD HONORARIUM: The Chairperson of the Executive Board shall receive two-hundred dollars (\$200.00) annually as a personal honorarium for services rendered to the Association.

Section IV If requested, the Executive Director and/or Executive Board Chairperson may receive a one-hundred dollar (\$100.00) reimbursement for expenses incurred while fulfilling assigned duties of the Association. Should expenses exceed this sum, each may submit to the Executive Board a written request for additional reimbursement. Such requests shall be responded to via a joint meeting of the Executive Board and the Finance Committee.

Article XII - Awards

Section I After each tenure as Chairperson of the Executive Board, the Association shall present the member an appropriate award, not to exceed fifty dollars (\$50.00) in value, in recognition of services rendered to the Association.

Section II After completing a three (3) year tenure on the Executive Board, the Association shall present to the member an appropriate award, not to exceed twenty-five dollars (\$25.00) in value, in recognition of services rendered to the Association.

Section III The Association may present an appropriate award, designated by the Association, to the member(s) identified as a recipient of the LCIRSA Honor Award and/or a LCIRSA Service Award.

Section IV The Association shall recognize members with an appropriate award so designated by the Association, upon the anniversary dates of their membership. These anniversary dates shall be identified in five (5) year increments.

Section V Upon recommendation of the Executive Board for special circumstance, an appropriate award may be

presented to an individual member in recognition of service to the LCIRSA, upon their departure from the Association.

Article XIII - Suspension of Membership

- Section I** Individual or Institutional membership may be suspended upon the recommendation of the Executive Board and with a majority Institutional vote, conducted at a regularly scheduled Business Meeting of the Association, when a members conduct shall be judged to be injurious to the Association, based upon the standards as outlined in the NIRSA Code of Ethics and/or in violation of the policies and procedures of the LCIRSA.
- Section II** Duration of a suspended membership shall be for a minimum of one (1) calendar year from the date of imposition of the suspension. An automatic period of probation, equal to one-half (½) the length of the suspension, shall remain in effect upon the completion of the members suspension.
- Section III** While on probation, an Individual Member shall have full privileges of membership as outlined within the By-Laws of the Association. However, restrictions relative to participation may be imposed on Institutional Members during a probationary period.
- Section IV** Any member whose membership has been suspended has the right to appeal the ruling. The appeal process shall follow the same guidelines as set forth in the Tournament Handbook, _Section VIII: Appeal Process_.