

CONSTITUTION
Of The
INDIANA STATE RACQUETBALL ASSOCIATION

The Indiana State Racquetball Association (INSRA), is a volunteer, not-for-profit association established to develop, promote and advance racquetball in Indiana in accordance with the rules and regulations of the United States Racquetball Association; and, in accordance with by-laws, resolutions and policies the association may adopt.

The objectives of the association are to encourage exercise at all ages; to develop junior racquetball; to promote racquetball; to establish and maintain alliances with other organizations whose objectives are compatible with those of the association; to engender the support of Indiana racquetball clubs to advance racquetball; to sanction tournaments; and to adopt uniform rules.

The association shall have full authority to act upon matters it deems are in the best interests of racquetball in Indiana.

BY-LAWS
Of The
INDIANA STATE RACQUETBALL ASSOCIATION

ARTICLE I

Section 1.1 The name of the association is the Indiana State Racquetball Association, Inc. (INSRA)

Section 1.2 The fiscal year of the association begins on the first of August and ends on the 31st of the following July.

Section 1.3 INSRA official logo shall bear the name of the association.

ARTICLE II

Section 2.1 INSRA is formed for, but not limited to, the following purposes:

- a) To promote and develop interest and participation in racquetball with emphasis on the growth and development of programs for seniors, juniors, women, physically and visually impaired and special-interest groups.
- b) To promote the sport of racquetball. This is to include any non-sanctioned tournaments if they occur as long as they meet certain criteria:

- i) They are not in conflict with any scheduled INSRA events.
 - ii) They are at least 2 weeks away from a state sanctioned tournament.
 - iii) Any promotion for the tournament must be after the last sanctioned tournament occurring prior to the planned event.
 - iiii) The event is for non-for-profit, or otherwise altruistic intention, as determined by INSRA Board discretion.
- c) To initiate and sponsor racquetball tournaments, championships, clinics and exhibitions according to the rules of INSRA and USAR.
 - d) To encourage and promote the adoption and use of unified national rules.
 - e) To contract for services, people, material, equipment, and facilities as may be needed.

Section 2.2 Upon cessation or dissolution of the association, the board of directors shall, after paying or asking provision for paying, the liabilities of the association, dispose of all the association assets in such a manner, and under such lawful conditions as prescribed by majority vote of the general membership of the association with the stipulation that such assets be distributed exclusively for the continued promotion, development, and advancement of racquetball. Such assets shall be directed to a charitable group or organization which, at the time, qualifies as an exempt organization.

ARTICLE III

Section 3.1 Association membership may include the following:

- a) INDIVIDUAL: Any state resident 22 years old or older.
- b) JUNIOR: Any state resident 21 years old or younger.
- c) OUT-OF-STATE: Any current member of INSRA who lives out of state.
- d) SUBSCRIPTION-ONLY: For people that only subscribe to the newsletter. This type of membership does not include tournament participation.
- e) HONORARY: People and organizations who the board of directors determines are deserving and worthy of such distinction, and who are so elected by the board.

Section 3.2 Registered members are those currently listed on official association records.

Section 3.3 Each member shall pay annual association dues as specified by USAR, the National organization.

Section 3.4 Membership termination shall be by resignation, non-payment of renewal fees, or by expulsion. Expulsion can result from conduct detrimental to the rules and regulations of the association. Expulsion must be voted on by the board of directors, and be approved by two-thirds of those board members in attendance. Membership may be terminated if payment for a non-sufficient check has not been received within 30 days of date of letter demanding payment. A \$25 fee for each NSF check will be assessed.

Section 3.5 Players must be current INSRA members to play in a sanctioned tournament. In Regional competition, players must be current member of USAR.

Section 3.6 Membership expiration dates are expressed as day/month/year.

Section 3.7 When an individual joins INSRA, the typical membership is valid for one year, and the Limited Membership is valid for only 1 event.

ARTICLE IV

Section 4.1 There shall be an annual association meeting to elect officers the second week in May, unless otherwise notified. Association officers will be elected by existing board members.

The place, date, and time of the annual meeting shall be published at least 30 days, and not more than 90 days, before the meeting

Regular board meetings, open to association members, will be held monthly. The time and place will be published on the INSRA website @ www.insra.org.

Section 4.2 General and special meetings may be called by the president, two-thirds of the board of directors, or by two-thirds of the membership.

Section 4.3 Each member in good standing with the association shall be entitled to one vote to elect members to the board of directors.

Section 4.4 At any official meeting, five board members constitute a quorum. A quorum must be present for a vote to take place. A majority of the votes by a quorum shall decide all issues, unless the issue involves deposing a board member, which requires two-thirds of the votes by a quorum of board members.

If a board member will financially gain from an issue before the board, that board member must abstain from voting on the issue.

Section 4.5 In the president's absence, the succession of officers shall be the vice president, the secretary, the treasurer, or any other person designated by the president.

In the absence of the secretary, someone else will be appointed to act as secretary.

Section 4.6 These bylaws may be amended when necessary by two-thirds majority of the Board of Directors. The limitation will be that no amendments are to be made until at least 2 Board Meetings have been conducted since any prior amendment. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

ARTICLE V

Section 5.1 The association shall be managed by a board of directors. Directors shall serve for three years. Up to five board members may be elected each year. Board

members may be re-elected. The term for an officer shall be 2 years. Voting for President and Secretary will occur in one year, and voting for Vice President and Treasurer is to occur the following year. This is to insure continuity of the Board.

Section 5.2 The board of directors shall be composed of:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Additional members

Board members, two-thirds of whom must be active racquetball players, must be Indiana residents. A minimum of five percent of the board must be women, or there needs to be at least one female board member. Only members in good standing in the association are eligible for election to the board of directors, Board members must maintain their good standing within the association throughout their tenure on the board. Names of board members and the president's telephone number will be published in any issue of the INSRA newsletter and on the INSRA website (www.insra.org).

Section 5.3 Officer elections are conducted annually by the Board:

a) **PRESIDENT:** The president shall supervise the management of INSRA. At the annual INSRA meeting, the president shall report on the financial conditions, activities, and progress of INSRA. The president shall be an ex-officio member of all committees of the association.

b) **VICE PRESIDENT:** The vice president shall be the deputy administrative officer of INSRA and shall assume the duties of the president during his absence or incapacity. The vice president shall be responsible for coordinating the administrative activity of INSRA, under the direction of the president. The vice president shall be an ex officio member of all INSRA committees.

c) **SECRETARY:** The secretary shall be the chief communications officer of INSRA and shall be responsible for the proper recording, publication, and timely transmittal of all correspondence, notices, minutes of meetings, and other pertinent INSRA business documents. In addition, the secretary shall oversee the administration of all official INSRA documents and records. The secretary also shall serve as secretary of the executive committee and board of directors.

d) **TREASURER:** The treasurer shall be the chief financial officer of INSRA and shall be responsible for the supervision, management, transactions, accounting, and reporting of all financial affairs of INSRA under jurisdiction of the board of directors.

The treasurer shall assist the executive committee and board of directors in the design, preparation, and implementation of INSRA annual financial budget and provide viable investment recommendations for the assets of the association.

Section 5.4 The duties and responsibilities of the board shall be assigned by the president.

Section 5.5 The executive committee shall consist of the president, vice president, secretary and treasurer. Between meetings of the board of directors, the executive committee shall manage the routine business affairs of the association.

Section 5.6 The following positions and committees have been established by the board of directors:

a) JUNIORS: Work with regional junior coordinators to establish programs at clubs to promote juniors. The juniors chairperson also will coordinate the junior regional, assist juniors going to the nationals, and promote state and regional intercollegiate competition. The committee head will have duties to include, but are not limited to:

i) Assisting regional junior coordinators with the Junior programs and asking for names of juniors so that the Board can provide notifications to the parents.

ii) Committee head will notify the coordinators that the Board will have direct relationship with parents, thus eliminating any potential discrepancies or issues.

iii) Committee head will prepare a letter of intent to the coordinators and parents of juniors. This letter is to advise the parents what assistance is available through INSRA.

iv) Committee head will prepare a form for parents to fill out on behalf of their son or daughter providing all necessary information on the junior for the Board.

b) TOURNAMENT: Coordinate the INSRA sanctioned tournaments including, but not limited to, setting up the yearly tournament schedules, sending out packets of tournament information and guidelines, collecting all sanctioning fees, and sending tournament schedules and sanctioning forms to USAR. Upon tournament completion, ensure all tournament paperwork is completed and received within a set timeframe, and then distributed as follows:

i) USAR tournament results entered with USAR

ii) Draw sheets and entry list sent to the webmaster

iii) Draw sheets and entry list sent to the ranking chairperson

iv) Membership information and entry list sent to membership chairperson

c) MARKETING: Product endorsements and sponsorships. Find promoters and sponsors for the Classic Tour.

d) LEGAL: Monitor legal areas involving the sport.

e) MEMBERSHIP: Check tournament entry lists against INSRA membership rosters, send membership info on to USAR. Promote increased INSRA membership.

f) RULES & REFEREE COMMISSIONER: Review current rules, propose rule changes or additions, conduct clinics, issue referee test, monitor certification program.

g) MINORITY/IMPAIRED: Promote development of racquetball and racquetball programs for minority and physically and visually impaired players.

h) WOMEN TEAM INDIANA: Promote women participation in the sport; conduct clinics for women players throughout the state.

i) NEWSLETTER: Recommend to board names of persons and/or organizations that desire to publish an INSRA newsletter. Negotiate publishing, printing and production costs with person(s)/organization recommended to print newsletter. Monitor quality and timeliness of publication.

Section 5.7 The board of directors may authorize qualified persons to enter into contracts on behalf of INSRA.

Section 5.8 INSRA assets shall not benefit members, directors, officers or other private persons, except that INSRA shall be authorized and empowered to pay reasonable compensation for services rendered, or authorized expenses disbursed.

Section 5.9 Up to two board members working the INSRA membership check- in desk at any sanctioned tournament can receive complimentary first-event entry fees waived. Board members will be responsible for all second-entry fees and incidentals including referee fees and money-division fees,

Section 5.10 All board members will receive complementary entries into the INSRA state singles and the INSRA state doubles in return for working. Board members will be responsible for incidentals including referee fees and money-division fees. In return for the free entries, board members must work designated times at the check-in desk, or in any other areas designated by the president.

ARTICLE VI

Section 6.1 Any member of the board of directors, or of any committees, may resign at any time by giving written notice to the board of directors, the president or the secretary.

Section 6.2 The board of directors, by majority vote, may remove any member of a committee.

Any member of the board of directors may be removed from the board for just cause and by two-thirds vote of the board of directors.

Dismissal action may be taken by the board when a board member refuses to abide by the rules of the association, or, misses three board meetings without an excused absence or prior notification, within one fiscal year.

Section 6.3 Any vacancy on the board of directors may be filled by majority vote of the board's remaining members or by special appointment by the president. Any person so chosen shall hold office until a bona fide successor shall have been chosen.

ARTICLE VII

Section 7.1 Any INSRA member who believes that INSRA, or a member of INSRA, is in default of its obligations and responsibilities to the general membership, shall be entitled to file a written complaint with the grievance and appeals committee, setting

forth the alleged grounds of default and any supporting evidence or documentation forming the basis for the complaint.

The grievance shall be assigned to committee by the President within 30 days following receipt of the complaint, investigate the facts surrounding the complaint and make a determination whether the complaint manifests a sufficient basis for board action.

If the assigned chairperson determines that the complaint is insufficient on its merits, then the complainant shall promptly be advised, in writing together with a statement of rationale for the decision.

Section 7.2 Petition to be reclassified may be made in writing to the grievance and appeals committee (executive committee) by any member. Players requesting to be reclassified to a lower division must provide justification for their request, including tournament results, doctor reports, or other pertinent information as appropriate. Reclassification requests should be made 45 days in advance of an upcoming tournament. Once received, the committee shall take no more than 45 days from the date petition was received to render a decision, and notify the requestor in writing.

RULES

INSRA adheres to the national rules as adopted by USAR.

ANTI-DISCRIMINATION AND SEXUAL HARASSMENT POLICIES:

Anti-Discrimination Policy

Any Board Member who believes that he/she has been the victim of discrimination, harassment, or offensive communications related to race, creed, color, religion, national or ethnic origin, citizenship status, political affiliation, age, disability, marital status or family responsibility or sexual orientation should report the matter at once to the President. The President will conduct (or have conducted) a prompt investigation of all such complaints, which will be conducted in as confidential a manner as is possible. If the complaint concerns the President, the Board member may contact the Vice President. There will be no retaliation or reprisal against any Board Member making such report or for filing any discrimination charge with any federal, state, or local agency.

Sexual Harassment Policy

Each Board Member or Officer has a responsibility to maintain an environment free of any form of harassment, including sexual harassment. No Board Member or Board Officer is to threaten or insinuate either explicitly or implicitly, that a Board Member's refusal to submit to sexual advances will adversely affect his or her position on the

Board. In addition, no Officer is to favor in any way a prospective Board Member because that person has performed or shown a willingness to perform sexual favors for the Officer. Other sexually harassing conduct in the workplace, whether by Officers or Board members, is also prohibited. Such conduct includes any abusive or degrading verbal or physical conduct or contact of an offensive nature, and any conduct that has the purpose or effect of interfering with any members work performance or creating an intimidating, hostile, or offensive work environment.

I, Jana Noble do hereby certify that I am the duly elected and qualified Secretary and the keeper of the records and corporate seal of, Indiana State Racquetball Association, Inc. a corporation organized and existing under the laws of the State of Indiana, and that the above is a true and correct copy of the amended Corporation Constitution and Bylaws duly adopted at a meeting of the Board of Directors thereof, convened and held in accordance with law and the Bylaws of said Corporation on March 13, 2011, and that such resolution is now in full force and effect. IN WITNESS WHEREOF, I have affixed my name as Secretary and have caused the corporate seal of said Corporation to be hereunto affixed, this 13th day of March 2011.

Secretary