



By-Laws of the Indiana State Racquetball Association (INSRA)

AMENDED February 2020

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BY-LAWS
Of The
INDIANA STATE RACQUETBALL ASSOCIATION

ARTICLE I

1.1 NAME:

- a) The name of the association shall be the Indiana State Racquetball Association, Inc., hereinafter referred to as INSRA.

1.2 DEFINITION:

- a) 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 by-laws, rules and regulations of the United States Racquetball Association; and, in accordance with the by-laws, resolutions, and policies the association may adopt.
- b) The objectives of the association include, but are not limited to encouraging exercise at all ages; to develop and 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 principles and standards.
- c) The association shall have full authority to act upon matters it deems are in the best interests of racquetball in Indiana.
- d) INSRA is recognized by the Indiana Department of Revenue as a qualified 501-C-7 organization and required to comply with all annual filings to maintain qualified status.
- e) INSRA does not contemplate pecuniary gain or profit to any member, officer, or director, and no part of the earnings of INSRA shall inure to the benefit of any member, officer, or director thereof.
- f) The property of INSRA is irrevocably dedicated to athletic, charitable, healthy, and educational purposes. In the event of the dissolution or liquidation of INSRA, any and all surplus, capital or assets shall be distributed to one or more funds, foundations, or Corporation (selected and chosen by majority vote of the INSRA Board of Directors), exempt from Federal Income Tax under Section 501-C-3 or 501-C-7 of the Internal Revenue Code as now in effect or as subsequently

amended and dedicated to the continued promotion, development, and advancement of racquetball.

1.3 ASSOCIATION YEAR:

- a) The fiscal year of the association begins on January 1st and ends on December 31st.

1.4 INSIGNIA/LOGO:

- a) The INSRA official logo shall bear the name of the association. INSRA is the owner and holder of the official INSRA logo.

ARTICLE II

2.1 PURPOSE:

- a) INSRA is a non-profit corporation designed to foster and promote the development of recreational and competitive racquetball in the state of Indiana pursuant to Section 501-C-7 of the Internal Revenue Code.

2.2 OBJECTIVES:

- a) To perpetuate, improve, promote, and extend the sport of racquetball in the state of Indiana.
- b) To unite in one local organization those persons who are engaged or interested in any phase of racquetball in Indiana.
- c) To Correlate closely the racquetball activities being conducted by public and private parties in Indiana.
- d) To formulate principles and standards for racquetball activities in Indiana, and to certify compliance to said standards through the use of “sanctioning.”
- e) To affiliate and cooperate with USA Racquetball (USAR) and other state associations.
- f) To initiate and sponsor racquetball tournaments, championships, clinics, and exhibitions according to the by-laws, rules, and regulations of INSRA and USAR.
- g) To encourage and increase the skill level and knowledge of the game amongst the players in the state of Indiana.
- h) To contract for services, people, material, equipment, and facilities as needed to accomplish the preceding objectives.

ARTICLE III

3.1 JURISDICTION:

- a) The members of INSRA shall be those persons, institutions, and organizations that pay the membership fee prescribed by the Board of Directors and shall hold valid membership cards. Membership in the INSRA organization shall include the following classifications:
- b) Individual: Any state resident 22 years old or older
- c) Junior: Any state resident 21 years old or younger.
- d) Out – Of – State: Any current member of INSRA who lives out of state.
- 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.

3.2 COMPORIMENT OF ALL INSRA MEMBERS:

- a) Assist the Board of Directors in an advisory capacity and render such assistance as may be requested by the Board of Directors from time to time.
- b) Shall be those persons, institutions, and organizations that pay the membership fee prescribed by the Board of Directors and INSRA.

3.3 REGISTERED MEMBERS:

- a) Are those currently listed on the official association records.

3.4 DUES:

- a) Each member shall pay annual association dues as specified by USAR, the National organization.

3.5 MEMBERSHIP TERMINATION:

- a) Shall be by resignation, non-payment of renewal fees, or by expulsion. Expulsion can result from conduct detrimental to the rules and regulation of the association. Expulsion must be voted on by the board of directors and 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.

3.6 CURRENT STATUS:

- a) Players must be current INSRA members to play in a sanctioned tournament. In Regional competition players must be current member for USAR.

3.6 MEMBERSHIP EXPIRATION:

- a) Dates are expressed as day/month/year.

3.7 MEMBERSHIP VALIDATION:

- a) 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

4.1 OFFICERS:

- a) INSRA shall have an Elected Officer team consisting of: President, Vice President, Treasurer, and Secretary.
- b) The Officer team shall be responsible for the Strategic Plan, By-Laws, all financials, and any governing rules and regulations established from USAR, and Olympic committees as they apply.
- c) Meetings shall be organized with time, date and location (it can be remote) by the President or his/her delegate for this task. (Which must be an officer).
- d) Officer term shall be two years.
- e) Officers shall be elected by the Board of Directors
- f) Voting for Officers shall be conducted annually by the Board.
- g) Vice President and Treasurer shall be up for election in one year, and the following year Elections for the President and Secretary shall take place.
- h) The alignment of the Officer elections shall ensure continuity of the Officer and Board positions.

4.2 BOARD OF DIRECTORS:

- a) INSRA shall be managed by a board of directors.
- b) Composition:
 - 1. The Board of Directors shall consist of all the elected officers (President, Vice President, Treasurer, and Secretary) and a group of elected Board of Director members.
 - 2. The number of board members shall be designated by the Officers and communicated to INSRA membership.
 - 3. At least one board member should be female.
 - 4. Two-thirds of board members must be active racquetball players participating in at least 1 Indiana tournament annually.
- c) Term:
 - 1. Board of Director Members shall serve three years.
 - 2. Board members may be re-elected.
 - 3. The Secretary shall hold the tenure of each Board of Director and communicate annual election candidates to the INSRA membership.
- d) Qualifications:
 - 1. Board members must be Indiana residents.

2. 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.
 3. Board members must pass a successful background check
 4. Board members must meet all criteria and maintain compliance with the safe sport rules and regulations of the USOPC as well as the rules, policies, and procedures of the independent U.S. Center for Safe Sport, the organization designated by the USOPC to investigate and resolve safe sport violations.
- e) Names of the board members will be published on the INSRA website (www.insra.org).

4.3 ROLES AND RESPONSIBILITY:

- a) **PRESIDENT:** The president shall supervise management of INSRA. At the annual INSRA meeting, the president shall report on the financial condition, 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 recommendation for the assets of the association.

4.4 DUTIES OF THE BOARD:

- a) The duties and responsibilities of the board shall be assigned by the president.
- b) The President will assign committee and subcommittee leaders as required.
- c) The Vice President will champion all committees and sub committees.

4.5 COMMITTEES:

- a) The following standing committees have been established by the board of directors and may change in accordance with the needs and priorities of the organization. Special committees may be established by the President periodically to accomplish specific objectives as needed.

- b) TOURNAMENTS/EVENTS:
 - 1. Coordinate the INSRA sanctioned tournaments
 - 2. Setting up the yearly tournament schedules.
 - 3. Upon tournament completion, ensure all tournament paperwork is completed and received within a set timeframe, and then results sent to USAR
 - 4. Owns and administers sanctioning guidelines

- c) MARKETING/PROMOTION/SPONSORSHIP
 - 1. Develops communication strategy and plan
 - 2. Owns and manages INSRA.org and social media content
 - 3. Product endorsements and sponsorships.
 - 4. Find promoters and sponsors to support and assist in growing racquetball.

- d) GOVERNANCE/ETHICS
 - 1. Monitor legal areas involving the sport.
 - 2. Coordinate efforts with Safe Sport guideline's
 - 3. Assure all Safety issues are addressed as required
 - 4. Oversees election process and procedures
 - 5. Addresses and resolves all grievances in accordance with due process
 - 6. Assists with the development of the annual strategic plan and performance measurement

4.6 CONTRACTS:

- a) The board of directors may authorize qualified persons to enter into contracts on behalf of INSRA.

4.7 INSRA ASSETS:

- a) 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 authorize expenses disbursed.

4.8 BOARD MEMBER BENEFITS:

- a) Board Members that volunteer to work an INSRA sanctioned and INSRA sponsored tournament may be eligible for reimbursement of their first-event entry

- fees upon request. Requests must be submitted to the tournament director of the tournament in writing and in advance of the event.
- b) Board members will be responsible for all subsequent division entry fees and incidentals including referee fees and other charges.
 - c) Board members must work designated times at the check-in desk, or in any other capacity designated by the president or by the tournament director of the event.

ARTICLE V

5.1 ANNUAL MEETING:

- a) There shall be an annual meeting of the membership of INSRA. 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.
- b) The Annual meeting will include the President's report, financial report, budget report, election report (announcement of new Board members, as well as officers); rules change report, and any other reports designated by the President. The Association's membership must submit, in writing, any other agenda items for the meeting to the Board of Directors at least fourteen (14) days prior to the meeting.

5.2 BOARD MEETINGS:

- a) There will be regular Board meetings held monthly and dates, times and place will be published on the INSRA website at least 30 days before the meeting. All Board members are expected to attend. The monthly meetings are open to any member of INSRA.

5.3 SPECIAL MEETINGS:

- a) Special meetings of the Board of Directors may be called by the President on five (5) days' notice, or on the written request of two-thirds (2/3rd) or more of the members of the Board of Directors.

5.4 QUORUM:

- a) At any meeting, five (5) board members constitute a quorum. A quorum must be present for any vote to take place.
- b) A majority of the votes by a quorum shall decide all issues, unless the issue involves removing a Board member, which requires two-thirds of the votes by a quorum of Board members.
- c) If a Board member will financially gain from an issue before the Board that requires a vote, that Board member must abstain from voting on the issue.

5.5 MEMBERS VOTING:

- a) Each member in a good standing with the association shall be entitled to one voting ballot to elect members to the board of directors.

5.6 PRESIDENTIAL ABSENCE:

- a) 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.
- b) In the absence of the secretary, The President will designate a replacement.

5.7 ROBERTS RULES OF ORDER:

- a) The latest edition of the Roberts Rules of Order shall govern the format of all meetings.

5.8 AMENDMENTS:

- a) These bylaws may be amended when necessary by two-thirds majority of the Board of Direction. The limitation will be that no amendments are to be made until at least two (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.

5.9 RESIGNATION:

- a) Any member of the board of directors, or of any committee or subcommittee, may resign at any time by giving written notice to the President. In the absence of the President, notice may be served in successive order first to the Vice President, then the Secretary, or lastly the Treasurer.

5.10 REMOVAL:

- a) The board of directors by majority vote, may remove any member of a committee.
- b) Any member of the board of directors may be removed from the board for just cause and by two-thirds (2/3rd) vote of the board of directors.
- c) 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 within one fiscal year.

5.11 VACANCY:

- a) 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.
- b) Any person so chosen shall hold office until a bona fide successor is chosen at the next annual election.

ARTICLE VI

6.1 DEFAULT OF OBLIGATIONS:

- a) 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 Ethics and Governance committee, setting forth the alleged grounds of default and any supporting evidence or documentation forming the basis for the complaint.
- b) Within 30 days following receipt of the complaint, the Ethics and Governance committee chairperson will investigate the facts surrounding the complaint and make a determination whether the complaint manifests a sufficient basis for board action.
- c) If the 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.
- d) The Ethics and Governance committee shall administer the due process procedures outlined in the By-Laws of the USAR to resolve all matters warranting such application. This includes Article XIV – Discipline and Grievance Rights, Article XV – Due Process, Article XVI – Original Jurisdiction Procedures, Article XVII – Appeal Procedures, and Article XVIII – Arbitration Procedures.

6.2 RECLASSIFICATION OF PLAYER STATUS:

- a) Petition to be reclassified may be made in writing to the Ethics and Governance committee by any member.
- b) 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.
- c) Reclassification requests should be made forty five (45) days in advance of an upcoming tournament.
- d) Once revived, the committee shall take no more than forty five (45) days from the date petition was received to render a decision and notify the requestor in writing.

RULES

INSRA adheres to the national racquetball rules of play 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 communication 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 of effect of interfering with any members work performance or creating an intimidating, hostile, or offensive work environment.

SECRETARY SIGNATURE:

I, (name) do hereby certify that I am the duly elected and qualified Secretary and the keeper of the records and corporate seal of, Indiana 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 the accordance with law and the Bylaws of said corporation of (date), 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 1st of February 2020.



Secretary
J. Patrick Buckley
2/1/2020