

BY LAWS

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 membership in LCIRSA. Annual membership renewal deadlines shall adhere the dates established by LCIRSA 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 fifteen (15) 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 IV - 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 – Appointments and specific duties of Standing Committees shall be maintained in Appendix B to the by-laws, and may be modified by a vote of the general membership.

Section IV – Membership Appointment: Membership on a Standing Committee shall be made via appointment by the Executive Board.

Section V - 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 VI - 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 VII - No member of the Executive Board may serve as the Chairperson of a Standing Committee.

Section VIII - 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 IX - 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

Section I - "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 shall be membership into LCIRSA following the received membership due payment. Subsection A) Institutional membership is any higher education or postsecondary school that wishes to become part of LCIRSA. Subsection B) Institutional Membership is to include, but not limited to, two and four-year degree-awarding institutions, community colleges, technical colleges, and junior colleges.

Section III - PROFESSIONAL MEMBERSHIP shall be membership of a professional staff member that is currently employed at a higher education institution and upon receipt of professional membership payment. Subsection A) Professional members must be employed, either full-time or part-time, at a higher education or postsecondary institution. Subsection B) Professional members must be in the field of collegiate or postsecondary wellness or recreation. Subsection C) Professional membership shall not include graduate students. Subsection D) Only professional members may cast institutional votes. Subsection E) Professional members have full privileges in LCIRSA and can hold any Executive Board position as long as they meet officer guidelines. Subsection F) Professional members may vote on any association issue. Subsection G) Institutional membership is not required for professional membership. Subsection H) Only professional memberships will be used for quorum requirements at bi-annual business meetings.

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

Section V - STUDENT MEMBERSHIP shall be any undergraduate or graduate student that has paid the required membership dues. Subsection A) Institutional membership is required for student membership. Subsection B) Student members may not vote on official LCIRSA business. Subsection C) Student members may attend any LCIRSA bi-annual meeting. Subsection D) Student members do not count for quorum requirements.

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 Travel & Expense Stipend: 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, any current good-standing member may request up to one-hundred and fifty (\$150.00) for reimbursement of travel to and from the state conference and tournament. Requests must be made in writing at least 15 days prior to the bi-annual conference to the Executive Board. Members may only request this stipend twice a year. If additional reimbursement is needed, a written request must be made to Executive Board at least 30 days prior to the tournament and will be decided 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.

Section VI - The LCIRSA “Randy Mast” Endowed Scholarship shall be a \$10,000 endowed scholarship. The scholarship shall award a \$250 scholarship to a selected candidate twice a year. The award will be voted on at each state meeting and will be applied to the following semester. Nominations for potential recipients will be received by the Executive Board Chair no later than 30 days out from the bi-annual conference & tournament. The Executive Board will pick three (3) applicants from the nominees and present the general membership with the candidates no later than 15 days out from the bi-annual conference & tournament. Voting for the scholarship candidate will occur at the bi-annual business meeting. See attached appendix for scholarship requirements.

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.

Article XIV - Memberships

Section I - EMERITUS MEMBERSHIP shall be an honorary membership bestowed upon an individual that has contributed significantly to the growth and development of LCIRSA. Emeritus candidates must have been a LCIRSA Professional Member for at least twenty (20) years. Candidates will be nominated by the Executive Board and voted on by the general membership. Subsection A) Emeritus Membership will be an honorary membership and cannot vote on official LCIRSA business. Subsection B) Emeritus Membership will be for life and will have no financial requirement. Subsection C) Emeritus Members may hold committee membership positions, but may not hold Executive Board positions or serve as Executive

Director. Subsection D) Emeritus Members may choose at any time to become professional members as long as they pay professional membership dues and meet the requirements set forth in the professional membership guidelines.

Section II - INSTITUTIONAL MEMBERSHIP shall be membership into LCIRSA following the received membership due payment. Subsection A) Institutional membership is any higher education or postsecondary school that wishes to become part of LCIRSA. Subsection B) Institutional Membership is to include, but not limited to, two and four-year degree-awarding institutions, community colleges, technical colleges, and junior colleges.

Section III - PROFESSIONAL MEMBERSHIP shall be membership of a professional staff member that is currently employed at a higher education institution and upon receipt of professional membership payment. Subsection A) Professional members must be employed, either full-time or part-time, at a higher education or postsecondary institution. Subsection B) Professional members must be in the field of collegiate or postsecondary wellness or recreation. Subsection C) Professional membership shall not include graduate students. Subsection D) Only professional members may cast institutional votes. Subsection E) Professional members have full privileges in LCIRSA and can hold any Executive Board position as long as they meet officer guidelines. Subsection F) Professional members may vote on any association issue. Subsection G) Institutional membership is not required for professional membership. Subsection H) Only professional memberships will be used for quorum requirements at bi-annual business meetings.

Section IV - STUDENT MEMBERSHIP shall be any undergraduate or graduate student that has paid the required membership dues. Subsection A) Institutional membership is required for student membership. Subsection B) Student members may not vote on official LCIRSA business. Subsection C) Student members may attend any LCIRSA bi-annual meeting. Subsection D) Student members do not count for quorum requirements.

APPENDIX A

APPEALS PROCESS

If a team wants to submit an appeal, captains **must** stop play immediately and notify a supervisor. The supervisor will document appeal and forward it to the intramural professional staff. The appeal must be done immediately. If the appeal is not made at the time in question, then the game will be continued in “good faith” and the result will stand. Teams **cannot** appeal referees’ calls.

Player Eligibility Appeals

A player eligibility appeal may **ONLY** be done during the game or 30 minutes before and after a game the player in question is participating. Once the 30 minutes of the conclusion of a game has passed the player in question is deemed eligible for that game and the result of the game stands. This eligibility granted for the game in question **DOES NOT** guarantee eligibility for future tournament games. To ensure the integrity and sportsmanship of the tournament, once a player is found ineligible by the professional staff, that player is automatically disqualified from the tournament. No further appeals or protests are necessary. Any team caught with an ineligible player via protest or professional staff discovery, shall forfeit the game in which the ineligible player participated unless the 30 minutes after the conclusion of the game has elapsed. Player Eligibility Appeals that the above guidelines govern:

- a. Height requirement for 6ft Under Basketball League
- b. Player participation in NCAA Sport in which he/she was an athlete on any collegiate level.

Includes: Scholarship/Non-scholarship. Division I, II, & III, practice squads, Junior Varsity squads, etc. Rule of Thumb: If a player appears on a collegiate roster, he/she is ineligible.

- c. Student enrolled in university/college they are representing.
- d. Maximum number of years participating in LCIRSA Tournament.

Appendix B Committee Duties

Competition & Rules Committee

The Competition & Rules Committee shall be comprised of three (3) current LCIRSA Members, appointed by the current Executive Board. The Host Director of the state tournament will occupy one (1) seat on the competition and rules committee or appoint a member in his/her seat. Each member will serve on the committee 6 months prior to the bi-annual tournament until one week after execution of said tournament. Six months shall be the serving term as some members may be more comfortable with certain sports. From its membership, the committee shall elect one chairperson.

Duties of the Competition & Rules Committee should be delegated by the committee chairperson and shall include one member in charge of scheduling, one member in charge of tournament officials, and a final member in charge of rule interpretations for the tournament. Though the committee is in charge of each area, he/she may bring in extra help to complete each task as the committee serves as a centralization who would be the final say in each area and who would be responsible for each area. The three committee members will serve as the ad hoc Appeals Committee during the state tournament.

At the conclusion of each tournament, the Competition & Rules Committee will meet and evaluate the execution of the tournament, listing issues, positive and negative, for the Executive Board to assess. This would be if there were any problems, or if we needed to change something on how we ran the tournament-the reason being the committee reporting to the exec is so that we can address to see if we need to change the handbook or something.

Finance Committee

The Finance Committee shall be comprised of three (3) current LCIRSA Members, appointed by the current Executive Board. The Chairperson of the Executive Board will serve as a fourth (4th) non-voting member and will serve in an advising role. Finance Committee appointments will be for one (1) calendar year. From its membership, the committee shall elect one chairperson.

The duties of the Finance Committee should be to serve as a primary advisory body, relative to both the short and long term financial affairs of the Association.

Fitness & Wellness Committee

The Fitness & Wellness Committee shall be comprised of three (3) current LCIRSA Members, appointed by the current Executive Board. Fitness & Wellness Committee appointments will be for one (1) calendar year. From its membership, the committee shall elect one chairperson.

The Fitness & Wellness 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 area of Fitness and Wellness. Committee efforts shall be directed not only to the Association sponsored events, but designed also to assist the general membership in the administration of quality programming on their home campus.

Appendix C

Randy Mast Endowed Scholarship Requirements

1. Applicants may apply for the scholarship by turning in an application to any professional member or by contacting the Executive Board or Director directly.
2. Applicants will be nominated to the Executive Board no less than thirty (30) days out from the bi-annual conference and tournament.
3. Applicants will be voted on by the general membership, not an institutional vote.
4. Applicants must have at least a cumulative GPA of 3.0 (or lower to 2.5).
5. Applicants' major must be in recreation, wellness, or similar degree field.
6. Applicants must write a brief curriculum vita on why they deserve the scholarship.
7. There is no student status requirement for the scholarship.
8. Graduating seniors or graduate students may use the scholarship for professional development if prior approval by board.
9. Applicant must be a student from an institutional member.
10. Applicant does not have to possess student membership in LCIRSA.
11. Professional members attending school and meet the above requirements may apply for the scholarship.