

IIRSA Bylaws

Illinois Intramural-Recreational Sports Association Bylaws

Amended October 7, 2011

Article I - Name

The official name for the state association is the Illinois Intramural-Recreational Sports Association (IIRSA).

Article II - Purpose

The purpose of the Association shall be to foster and enhance the quality of recreational sports programs, facilities, and services in various settings throughout Illinois. This may be accomplished through professional meetings, publications, and/or other methods for the dissemination of ideas. All policies and activities shall be consistent with the philosophy of the National Intramural-Recreational Sports Association (NIRSA).

Article III - Membership

Section I. Professional

Any current NIRSA professional member is entitled to professional membership in IIRSA upon paying the set dues. Members are entitled to all rights and privileges of the Association. Non-NIRSA members are eligible to join the Association by paying a higher membership fee. Only those IIRSA members who live or work in the state may vote at the state business meeting.

Section II. Student

Any current NIRSA Student member, graduate or undergraduate, is entitled to student membership in IIRSA. Student members shall receive all correspondence, shall be entitled to attend all meetings when registered at the conference, may hold appointive positions on committees, and be eligible to hold the office of Student Representative. Student members who choose to be eligible to vote on official business and elective offices at any business meeting may do so by paying the set dues. No student member can hold an elective office.

Article IV – Structure

Section I.

The Association shall be a state organization and a state association member within the NIRSA. The Association shall meet the following criteria to maintain state association membership within the NIRSA:

- A. Maintain consistency of purpose with the NIRSA.
- B. A minimum of 55% of the Association's professional members must also hold a professional membership in the NIRSA.
- C. Each elected officer in the Association must maintain membership in the NIRSA.
- D. Possess continuing proof of the tax exempt status with the Internal Revenue Service.
- E. The State Director must be able to provide appropriate materials for the periodic review to ensure that the NIRSA's intended purposes are being maintained.

F. The State Director's term of office must coincide with the term of the NIRSA Region III Representative.

Section II.

An Executive Committee shall be formed to serve the membership in conducting the business of the Association.

Article V – Officers

Section I.

A. The Association shall elect a State Director, an Assistant State Director, and a Treasurer at the annual meeting of members by a majority vote of the voting members present in person or by proxy ballot.

B. All such officers must be IIRSA and NIRSA members and affiliated with an institution/agency within the state.

C. A. Proxy ballots for the election of State Director, Assistant State Director and Treasurer will be available on the IIRSA State Director's website thirty (30) days prior to the annual meeting of members.

D. Completed proxy ballots must be returned to the State Director no later than seven days prior to the meeting at which the election is to be conducted. Voting members who return a proxy ballot and then attend the annual meeting must notify the chairperson of the nominations and elections committee of their presence at the meeting.

E. Each officer shall hold office until a successor shall have been duly appointed and qualified, or until his/her death, or until he/she shall resign or shall be removed in the manner hereinafter provided.

Section II.

The elected officer's terms must coincide with the term of the NIRSA Region III Representative. The election shall be conducted at the Annual State Workshop, in the academic year of the election of the NIRSA Regional Representative.

Section III.

The State Director, Assistant State Director, and Treasurer serve two year terms. The appointive officers shall be the Finance Chair and the Student Representative. They shall be appointed by the State Director and serve a one year term. Students will apply to the Executive Committee, which will then select the student to be appointed by the State Director.

Section IV.

The management of the Association shall be entrusted to the Executive Committee, which shall consist of the State Director, the Assistant State Director, the Treasurer, Finance Chair and the Student Representative.

Section V.

A. In the event the State Director's office becomes vacant, the NIRSA Regional Representative shall appoint a State Director to complete the term. The Executive

Committee shall submit to the NIRSA Regional Representative its recommendation to fill the State Director vacancy. The Assistant State Director will temporarily assume the duties of the State Director until the vacancy is filled.

B. If the Assistant State Director's or Treasurer's office becomes vacant, a replacement shall be appointed by the State Director following a recommendation by the remaining members of the Executive Committee.

C. Any appointive office which becomes vacant shall be filled by appointment by the State Director to complete the term.

D. Any officer elected by the membership may be removed from office for just cause, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

E. The call for removal must be initiated by petition of no less than five members in good standing. The vote for removal will be held at the next scheduled business meeting of the Association. A majority vote of the voting members present in person or by proxy ballot will be necessary to remove an elected officer from office.

Section VI. Duties of Officers

A. State Director -The State Director shall preside at all meetings, enforce the bylaws, and carry out the will of the members. He/she shall coordinate the election or appointment of all officers and/or committees.

B. Assistant State Director - The Assistant State Director shall keep minutes of all State Association meetings, and maintain all membership records. He/she shall also submit an annual report at the State Workshop.

C. Treasurer - The Treasurer shall maintain all financial records and membership dues. He/she will submit financial statements to the Finance Chair and State Director and will submit an annual report at the State Workshop.

D. Finance Chair –The Finance Chair shall lead the finance committee to evaluate dues structure, review annual budget, provide internal controls, determine scholarship funding and provide fiscal guidance as needed.

E. Student Representative - He/she shall provide student-oriented information for the newsletter, coordinate information with the regional student representative, and conduct a student session at the Annual State Workshop.

Article VI - Meetings

Section I.

Each year at the State Workshop, a state business meeting shall be conducted. The selection of the location of future workshops shall take place at this meeting. The selection of the workshop date will be made by the host site in consultation with the State Director.

Section II.

Each year a state business meeting will be conducted at the NIRSA Annual Conference.

Section III.

In order for a quorum to exist, a minimum of 20% of the IIRSA's professional members must be in attendance at the state business meeting.

Section IV.

Procedures as indicated in Robert's Rules of Order shall be followed at all state business meetings.

Section V. Voting

All Association members who have paid their IIRSA annual membership dues prior to the commencement of the State Business Meeting shall have the right to vote on any motion made at such meeting.

Section VI. Nominations and Elections

- A. The nominations for elected offices will be solicited from the membership by the nominations & elections committee and will be submitted to the State Director no later than 45 days prior to the date of the elections.
- B. At the annual meeting in an election year, the Nominations and Elections committee will present the slate of candidates; the chair will ask if there are any other nominations from the floor. When the nominations are complete the assembly proceeds to the election.
- C. The voting will take place in the order of: State Director, Assistant State Director and Treasurer with each candidate provided the opportunity to speak to the assembled body for a period not to exceed 5 minutes. The order of speakers will be decided by lot.
- D. All elected officers will be by a majority vote of the voting members present in person or by proxy ballot, the balloting being continued until all the offices are filled. The Chair votes during the general election and all candidates have the right to vote.
- E. Proxy ballots for the election of State Director, Assistant State Director and Treasurer will be available on the IIRSA State Director's website thirty (30) days prior to the annual meeting of members.
- F. Completed proxy ballots must be returned to the State Director no later than seven days prior to the meeting at which the election is to be conducted. Voting members who return a proxy ballot and then attend the annual meeting must notify the chairperson of the nominations and elections committee of their presence at the meeting.
- G. At the business meeting ballots will be distributed, collected and tallied by members of the nominations and elections committee and results will be presented to the chair who will announce the elected officers. The tally will include all proxy ballots.
- H. In the event that three or more candidates run for an office and the candidate with the most votes does not receive a majority, the candidates with the top two vote totals will immediately proceed to a run-off election. Each of the remaining candidates will be allowed to speak to the assembled body for a period not to exceed 3 minutes. Only votes cast by eligible members in attendance will count in the run-off. Members that voted by proxy ballot that are in attendance at the election will be eligible to vote in the run-off.
- I. The officers-elect take possession of their respective offices at the conclusion of the state business meeting held at the NIRSA Annual Conference.
- J. Each officer shall hold office until a successor shall have been duly appointed and qualified, or until his/her death, or until he/she shall resign or shall be removed in the manner hereinafter provided.

Article VII - Committees

Section I. Standing Committees

Standing Committees shall be appointed by the State Director. Appointments shall be for one year.

The Standing Committees shall be:

- A. Bylaws and Operating Code
- B. Nominations and Elections
- C. Finance
- D. State Workshop

Section II. Ad-Hoc Committees

Ad-hoc Committees shall be appointed by the State Director as deemed necessary.

Article VIII - Fees and Dues

Section I. Annual Dues

Dues shall be determined by a majority vote of the Association members at the state business meeting. Dues for non-NIRSA members will be higher than dues for NIRSA members.

Section II. Income

No part of the income of the Association shall be used to the benefit of, or be distributable to, its members, officers, or private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make distributions in furtherance of the purposes set forth in the Bylaws.

Section III. Dissolution

In the event the Association is dissolved, the Executive Committee shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all remaining assets of the Association to the National Intramural- Recreational Sports Association.

Article IX - Amendments and Bylaws

The bylaws may be amended at any state business meeting of the Association provided that (1) the proposed amendment is presented in writing to the entire membership a minimum of thirty days in advance of the scheduled meeting, and (2) that two-thirds of the quorum approves. Operating codes may be adopted by a majority vote of the quorum at any state business meeting.