

# Illinois Shuffleboard Association

## Constitution

Version 2.0

[ratification/approval/acceptance]

December 11th, 2024

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### **ARTICLE I - ORDER OF BUSINESS**

1. Call to Order
2. Roll Call
3. Reading of Minutes
4. Announcements
5. Treasurer's Report
6. Review Membership
7. Unfinished Business
8. New Business
9. Election of Officers (Annual Meeting Only)
10. Adjournment
11. Open Forum

Any capitalized term used but not defined herein shall have the meaning ascribed to it in the Illinois Shuffleboard Association By-Laws (the "By-Laws") or the General Not For Profit Corporation Act of 1986.

### **ARTICLE II - MEMBERSHIP**

Any individual may join the Illinois Shuffleboard Association (the "Association" or "ILSA") by registering on the Association's website and paying annual dues in the amount and in the manner prescribed on the Association's website at the time of registration (an "Individual Member"). An Individual Member's membership period shall be for one (1) year from the date of payment. Benefits to members include voting on the officers comprising the Executive Board at the Annual Meeting and access to tournaments and leagues organized and hosted by the Association.

Any organized community, within the State of Illinois, controlling the operation of at

least two (2) regulation shuffleboard courts shall be eligible for membership in the Association (a “Community Member”). In lieu of dues, the Community Member must be willing and able to host at least one (1) tournament per year. The Community Member’s members or players are not recognized as members of the Association unless they become an Individual Member. Community Members may use whatever rules of play they deem appropriate for their business; provided, however, such entities shall use official rules adopted by the Association for official Association tournaments hosted at Community Member clubs.

### **ARTICLE III - ELECTION PROCEDURES**

1. Within a period of time specified by the Executive Board (the “Nomination Solicitation Period”), any Individual Member in good standing may self-nominate or nominate another member in good standing for election to the Executive Board.
2. Any Community Member in good standing may nominate a representative for election to the Executive Board.
3. Upon the expiration of the Nomination Solicitation Period, the nominees shall be notified by the Executive Board of their nomination and shall accept or decline said nomination within the time period provided by the Executive Board at the time of such notification.
4. Each Individual Member, who is a member at the time voting opens, may vote for seven people they feel best represent the Association. The top seven vote-getters will become the officers of the Executive Board until the next election.
5. The voting period for Executive Board officers, held in conjunction with the Annual Meeting, must be open for no fewer than seven (7) days and no more than ten (10) days.
6. In the event of a tie, a run-off election will be held following procedures set forth by the outgoing Executive Board for the tied candidates only.
7. The seven elected officers will decide how best to determine who will hold the position of each officer of the Executive Board.
  - a. In the event that the new Executive Board cannot self-organize, the former Executive Board shall select a President from the incoming Executive Board, who can then assign the remaining positions.
8. Executive Board officers shall be elected in conjunction with the Annual Meeting to serve a two (2)-year term (“Term”). In the event an officer steps down from the Executive Board before the expiration of their current Term, the remaining officers of the Executive Board may appoint an Individual Member to fill the vacancy until the next Annual Meeting. If there is further time in the officers term, in advance of the next subsequent Annual Meeting, the Executive Board shall hold a Nomination Solicitation Period to solicit nominations of Individual Members to fill the officer role to which an

interim appointment had been made. An election to fill that office shall be held in accordance with the procedures outlined herein. The newly elected officer shall serve a one (1)-year term in the prescribed office. Both the appointed term and the one (1)-year term will be considered the Interim Term (“Interim Term”).

9. No one person may hold a seat on the Executive Board for more than three (3) consecutive Terms. For the avoidance of doubt, an Interim Term does not impact an officer’s eligibility to serve three (3) consecutive Terms.
  - a. To ensure continuity of the Association, in the event that the majority of the Executive Board officers reach their term limits at the same time, the outgoing Executive Board may select two (2) outgoing officers who may run for one (1) additional Term. These individuals must be elected to continue serving.
  - b. Past President, as defined in Article IV is not subject to the term limits applicable to the Executive Board.
  - c. In the event that there are fewer than seven nominations for the Executive Board, existing Executive Board officers may be nominated, regardless of the number of previous consecutive Terms they have served.

#### **ARTICLE IV - OFFICIAL DUTIES OF THE EXECUTIVE BOARD**

1. The President shall:
  - a. Preside at all meetings (regular or special) of ILSA and shall conduct the meetings in accordance with the parliamentary authority adopted by ILSA.
  - b. Determine the date, time and place for meetings and make all arrangements.
  - c. Perform all duties as are deemed required of the office.
  - d. Appoint Commissions as the need arises.
  - e. Work with the Treasurer and other officers to prepare a budget for the coming fiscal year.
  - f. Serve as an ex-officio member on all Commissions.
  - g. If willing, remain as a member of the Executive Board as the Past President upon completion of their elected term(s).
  - h. Be a signatory on all accounts held by or opened in the name of the Association to disburse funds in the event that the Treasurer and Secretary are unable to issue payments.
  - i. Be responsible for ensuring upkeep of the ILSA website and social media accounts.
  - j. Serve as the tie-breaking vote on any deadlocked decisions.
2. The First Vice President shall:
  - a. Serve as aid to the President.
  - b. Assume and perform all duties of the President during the absence or incapacitation of the President.

- c. Perform such duties as may be assigned by the President.
3. The Second Vice President shall:
  - a. Serve as aid to the President.
  - b. Assume and perform all duties of either the First Vice President or President in their designated order during their absence or inability to preside.
  - c. Perform such duties as may be assigned by the President.
4. The Secretary shall:
  - a. Fully and accurately record the proceedings of all ILSA meetings.
  - b. Attend to all correspondence.
  - c. Be in charge of the files and records of ILSA.
  - d. Keep a record of the number of members.
  - e. Maintain a list of all current officers of the Executive Board. This list shall include names, addresses and phone numbers.
  - f. Cause notices of meetings to be sent at least fourteen (14) days in advance of all meetings (or in the case of a meeting regarding the removal of one or more officers, or a merger, consolidation, or dissolution of the Association, no less than twenty (20) days' notice).
  - g. Be a signatory on all accounts held by or opened in the name of the Association to disburse funds in the event that the Treasurer and President are unable to issue payments.
  - h. Perform such other duties as may be assigned by the President.
5. The Treasurer shall:
  - a. Maintain primary control of the financial assets of ILSA and primary authority to disburse funds.
  - b. Keep a full and accurate record of all transactions.
  - c. Prepare timely reports on the state of the Association's finances throughout the fiscal year independently, at the request of the Executive Board and for presentation in conjunction with the Annual Meeting.
  - d. Prepare annual assessment statements of Community Members and of Individual Members.
  - e. Deposit all dues and other income of ILSA in a checking account or interest-bearing savings account in the name of ILSA.
  - f. Issue payments for the purchase of operating supplies and other necessary expenditures within the budget upon approval by the Executive Board.
  - g. Ensure that no person shall inure a benefit from the net income of ILSA.
  - h. Issue receipts for cash and request receipts for reimbursement.
  - i. Submit all records for review by the Executive Board before the Annual Meeting.

- j. Be bonded, if desired, for his/her protection and the protection of the ILSA Executive Board. The reasonable cost of said bonding shall be approved by the Executive Board and paid by ILSA.
  - k. Prepare the reports required for non-profit status that include account balances of ILSA.
  - l. Perform such other duties as may be assigned by the President.
- 6. The Director of Competition shall:
  - a. Have primary responsibility for the organization and operation of all tournaments and leagues sponsored or hosted by the Association.
  - b. Serve as an ex-officio Commission Member on all Commissions formed for the purpose of organizing or operating a tournament or league.
  - c. Perform such other duties as may be assigned by the President.
- 7. The Director of Community Relations shall:
  - a. Have primary responsibility for all marketing efforts of or on behalf of the Association.
  - b. Have primary responsibility for the organization and operation of all social functions sponsored or hosted by the Association.
  - c. Have primary responsibility for the organization and operation of all fund raising activities or events sponsored or hosted by the Association.
  - d. Serves as an ex-officio Commission Member on all Commissions formed for the purpose of organizing or operating a social function sponsored or hosted by the Association.
  - e. Maintain primary control of the social media accounts of the Association.
  - f. Perform such other duties as may be assigned by the President.
- 8. The Past President shall:
  - a. Be an optional position of the Executive Board to be held by the outgoing President, at their discretion, starting at the end of their term.
    - i. If an outgoing President chooses not to hold this position, the outgoing Executive Board may appoint a willing outgoing officer to this role.
    - ii. This position must be vacated when a new President is elected and the outgoing President wishes to take the position.
  - b. Have voting power within the Executive Board.
- 9. Vacancies shall be filled by appointment of the Executive Board. Appointees serve until new elections are conducted in conjunction with the next Annual Meeting, either for the remainder of the interim term or the election of a new Board. However, if the vacancy is in the office of President, the First Vice President shall assume the office for the remainder of the Term. If for any reason the First Vice President cannot assume the office of President, then, and only then, shall the Second Vice President assume the office of President. Finally, the Secretary must call for a special ILSA election for the

office of President if the Second Vice President is unable to serve as President, as well as to fill any other vacancies on the Executive Board.

10. The Executive Board may choose to vote to remove an officer from the Executive Board if they are absent with no notice for two (2) of the past five (5) meetings, whether such meetings be that of the Association or the Executive Board.
11. Any officer being investigated by a governmental entity is subject to suspension from their position until the investigation is resolved. In the case that any officer is convicted of performing any illegal activities on behalf of the Association, they are subject to immediate removal from the Executive Board.
12. All officers shall turn over all materials to their successors within two (2) weeks after their successors are elected.

## **ARTICLE V - COMMISSIONS**

The Executive Board may establish Commissions, appoint a Commission Chairperson, and select Commission Members to aid in the operations and success of the Association.

A proposal to form a Commission requires a majority vote of the Executive Board for approval.

1. Commissions must have a clear purpose and scope, set forth by the Executive Board.
2. Commissions are small teams, consisting of two (2) to five (5) Individual Members.
3. Commissions must have a Commission Chairperson, who is directly responsible for that Commission's objectives.
  - a. A Commission cannot be formed without a clear and agreed-upon Commission Chairperson.
  - b. A Commission Chairperson can also be an Executive Board officer.
  - c. Commission Chairpersons may also sit on other Commissions as Commission Members.

Commission proposals must include the following criteria:

1. Objective
2. Scope
3. Set of Goals
4. Proposed Chairperson

Commission Members may be included in the proposal or appointed later. Commission

Members can be appointed by the Commission Chairperson or the Executive Board.

A Commission may be perpetual in nature (a “Standing Commission”) or temporary in nature (a “Select Commission”).

Standing Commissions may be proposed by the Executive Board and brought to vote during an Executive Board meeting.

1. Standing Commissions have a continual duration and their objectives are vital to the mission of the Association.
2. Commission Members or Chairpersons should change with time, though the goals and objectives of the Standing Commission remain.
3. A Standing Commission shall be fully staffed with a Commission Chairperson and Commission Members at all times during a given calendar year.

Select Commissions may be formed and appointed at the discretion of the Executive Board.

1. Select Commissions are fixed in duration and are created to perform specific tasks or objectives.
2. Select Commissions will dissolve when tasks and objectives are completed.
3. Notwithstanding anything herein to the contrary, before October 1st of each calendar year, the Executive Board shall staff the Election Procedure Commission, a Select Commission with fixed duration and narrow scope formed to make recommendations to the Executive Board on how to better hold elections in conjunction with the next Annual Meeting. The Election Procedure Commission shall cease to be staffed upon the conclusion of the election for which it was staffed, to be re-staffed before the following October 1st.

An Executive Board officer may recommend the dissolution of any Commission. This process will require reason or justification, which is presented to the Executive Board. Executive Board approval requires a majority vote at an Executive Board meeting.

If the Executive Board wishes to remove a Commission Member, including Commission Chairperson, from a Commission, they may do so for any reason by majority Executive Board vote.

## **ARTICLE VI - CODE OF CONDUCT; VIOLATIONS**

The following Code of Conduct represents the policy for the Illinois Shuffleboard Association. It applies to members, elected officials, committee members, Commission Members, instructors, players, referees, and spectators. The Code of Conduct will be

enforced. Any member violating the intent of the policy may have their membership revoked.

Play the game with a spirit of good sportsmanship and act in a responsible manner. All players should conduct themselves in a manner that will ensure a welcoming, respectful, and comfortable environment for all.

Members must acknowledge that we are all representatives of a global shuffleboard community. As such, one must respect the age, spirituality, ethnic background and race, gender, sexual orientation, and disabilities of all persons involved.

There shall be no action as an attempt to intimidate, harass or demean opponents, teammates, officials, members, and spectators. This includes; threats, hurtful language, inappropriate disruption of events, unwanted sexual attention, bullying, or stalking - in person, online, or via social media.

Be aware of one's surroundings. Be courteous, responsible, and respectful.

Anyone who feels their safety is compromised should contact the authorities immediately.

In enforcing the Code of Conduct, fact finding and due diligence are necessary and essential to ensure all parties are heard. Witnesses, commission members, tournament staff, and volunteers should be consulted. Officers of the Executive Board should assess if the act was intentional and consider its severity and frequency.

Only officers of the Executive Board have the power to levy punishments and must vote to levy Level 2 or Level 3 punishments. A majority vote is required to levy punishments. This vote may happen at any time, provided all members of the Executive Board are in attendance. Notwithstanding anything herein to the contrary, if, during the course of an official Association event, an Individual Member violates the Code of Conduct, any officer of the Executive Board, a Commission Member on that event's Commission or, in the case of a tournament, the tournament director may issue a Level 1 or Level 2 punishment without gathering all Executive Board officers for a vote.

Officers of the Executive Board reserve the right to escalate any punishment without prior official notice or suspension. Officers of the Executive Board may decide that the Code of Conduct does not apply to a specific event.



## Punishments

### Level 1 - Official Notice

- Executive Board must consult the Individual Member, explain how and why the Code of Conduct was breached and what they need to do to change their actions going forward.
- Written notice of this punishment shall be provided to the Individual Member.

### Level 2 - Suspension

- The Executive Board may determine the duration of any suspension.
- The Individual Member cannot participate in ILSA events in any capacity.
  - Including immediate removal from an ongoing event.
- ILSA President shall have a discussion with the Individual Member directly.
- All Community Members shall be informed of the Individual Member's suspension.

### Level 3 - Revoked Membership

- Permanent Termination of Individual Membership
- Can be issued without prior punishments by a unanimous vote of the Executive Board