

# Commonwealth of Virginia Racquetball Association, Inc. Bylaws

(See Appendix A for revision history)

## Article I-Name

The name of the organization is the Commonwealth of Virginia Racquetball Association, hereafter referred to as CVRA. It is a non-profit, non-stock organization whose articles of incorporation were approved on March 4, 1999 by the State Corporation Commission of the Commonwealth of Virginia. (v8.0) The CVRA operates as a 501 (c) 3 corporation and received its non-profit status from the IRS on November, 2009.

## Article II- Purpose

### Section 1

The purpose of the CVRA is to bring together Virginia racquetball players (and persons interested in racquetball) in environments and circumstances which will promote and encourage good play, good sportsmanship, and good fun and which will increase the appreciation for and enjoyment of the sport of racquetball. This purpose will be served by (but not limited to):

- a. Initiating and sponsoring racquetball tournaments, championships, clinics, programs and exhibitions according to the rules and regulations of the CVRA and USAR
- b. Establishing effective communication with other state and national organizations concerning information and programs to develop racquetball.
- c. Creating and supporting a demand for good quality equipment and educational resources that improve the quality of play.
- d. Maintaining a player ranking system based on the results of CVRA-sanctioned tournaments. Only players maintaining a valid membership (i.e. dues paid) will have results forwarded to USAR through CVRA for ranking.
- e. Resolving racquetball disputes in Virginia concerning rules, player eligibility, or any other matter.
- f. Informing the public of the nature and benefits of racquetball, and encouraging public support.

### Section 2

The CVRA shall operate as an independent organization. No part of the net earnings of the CVRA shall incur to the benefit of any individual member, except as voted upon by the Board of Directors. (v5.0) In the event of dissolution of the association, its property shall be donated to (v6.0) a 501c3 organization.

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## Article III- Membership

### Section 1

All persons, business groups, and service organizations interested in racquetball or the purposes of the CVRA are eligible for membership provided they reside or do business in the Commonwealth of Virginia. Military personnel must either maintain a "home of record" in Virginia or be assigned to a facility located in Virginia. Membership is incumbent upon the payment of yearly dues and the completion of a membership form.

### Section 2

A member is a dues-paying individual of any age. (v9.0) Junior and Collegiate memberships shall be available at reduced rates according to the age limits set forth by the USAR and they shall be ranked accordingly in state or other association rankings. Members under the age of 18 do not have a vote in CVRA business. (v2.0) Membership in the United States Racquetball Association (USAR) is a prerequisite for membership in the CVRA, the Virginia affiliate of the National office.

### Section 3

Sponsorships shall be available to organizations and businesses at a rate to be determined by the Board of Directors, along with the privileges of such sponsorships.

### Section 4

The Board of Directors shall have the right to suspend, expel, or refuse membership for any length of time if the member is deemed to have acted in a manner incompatible to the purposes of the CVRA at a CVRA-sanctioned tournament, function, or event, or has taken action clearly detrimental to the sport of racquetball or clearly in conflict with the goals of the CVRA. No dues will be refunded. (v2.0) The Board will follow the guidelines and policy set forth in Appendix B: Disciplinary Subcommittee Guidelines when considering these actions.

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## Article IV- Organizational Structure

### Section 1

A charter board of directors is established since 1999 to serve in the creation of CVRA. Their terms shall expire as stipulated in Article Seven of the Articles of Incorporations. The following articles shall take effect upon such expiration.

### Section 2

(v10.0) The Board of Directors shall consist of twelve (12) individuals, or no less than nine (9), who receive no payment from the CVRA for their service. Their duties include upholding the purposes of the CVRA as individuals and acting in good faith as board members to further these purposes. These Directors shall be elected to office by the general membership for one term of 3 years. Four directors shall retire each year and (v4.0) shall have the option to seek re-election. (v13.0)

### Section 3 - Executive Board

[After the newly elected board members are seated], the Directors shall choose from among themselves a President, Vice-President, Treasurer, and Secretary during their first meeting in April. These officers constitute an executive board. The President is the chairperson of the executive board. The executive board reports to the Board of Directors.

#### Section 3.1

The executive board has all powers of the Board of Directors in the intervals between meetings. This executive board may meet on the call of its chairman, any other two members of the executive board, or any three members of the Board of Directors.

#### Section 3.2

Each officer assumes his/her duties upon election. At that time the out-going officer shall have his/her records in good order and will relinquish them to his/her successor. The out-going officer shall remain in an advisory capacity to his/her successor, if desired or needed, until the full duties of the office are assumed by the incoming officer at the next regular meeting.

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### Section 3.3

- The duties of the president include presiding at all meetings of the boards, preparing an agenda for each regularly scheduled meeting and notifying each board member in a timely fashion of the date, time, and place of all meetings. The president shall act as principal spokesperson for the CVRA. The president shall be a voting ex-officio member of all committees. The president will be empowered to sign and access all financial instruments on behalf of the CVRA if the Treasurer is unavailable to do so.
- The duties of the Vice-President are to assist the President and to act as President in his/her absence.
- The duties of the Treasurer include collection of membership fees, payment of CVRA bills, creation of and supervision of vouchers for expenses incurred on behalf of CVRA by other board members, and basic record-keeping of monies received and spent. The Treasurer shall prepare a yearly budget in cooperation with the executive board. The Treasurer shall be empowered to sign and access all financial instruments on behalf of the CVRA. The Treasurer shall provide accurate and clear records to the CVRA accountant for purposes of tax preparation and audit. The Treasurer shall prepare a statement of financial condition for each board meeting and these shall be available to the general membership. The Treasurer's report shall be read and approved as the second order of business at each board meeting.
- The duties of the Secretary include keeping accurate records of business conducted at every meeting of the Board of Directors and Executive Board. The Secretary must find a substitute in the case of his/her absence. The record of these meetings (or, minutes) shall be mailed out to each director within two weeks of each board meeting. These minutes shall be read and approved or amended as the first order of business at each meeting. The Secretary shall conduct all correspondence relating to CVRA activities unless specifically released by another director and shall keep accurate records of all such correspondence. (v2.0) The Secretary shall also be responsible for organizing and communicating with the Board the agenda for an upcoming meeting, as directed by the President.

### Section 3.4

In case of vacancy in the office of the President, the Vice-President shall become President. All other vacancies on the executive board shall be filled temporarily by another board member through appointment by the executive board until the next meeting of the Board of Directors, at which time the temporary officer shall be approved or replaced. Replacement officers inherit the terms of their predecessors.

### Section 4

Should an elected or appointed Director, for reasons of ill health, incompetence, malfeasance, or any other circumstance fail to fully discharge the duties of the office, the executive board may vote to issue a request for resignation. Should the officer not comply with such a request in a reasonable period of time, the executive board may remove the officer by a majority vote of the remaining directors. A replacement shall be appointed by majority vote of the Board of Directors.

### (v2.0) Section 5

(v12.0) Should an elected Board member voluntarily leave the Board, the Board shall have the authority to identify and confirm a candidate to complete the term of the member leaving the Board. Therefore, it will no longer be necessary to wait until the normal election cycle to fill a vacated position.

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### Article V- Nominations

#### Section 1

In November the executive board shall select a member of the Board of Directors to be Chairperson of the Nominating Committee. The chairperson will establish their committee of CVRA members as needed. This committee shall be responsible for finding at least one candidate for every board member whose term is expiring. The availability of the board seat should be well publicized. (v2.0) Self nominations from CVRA members shall be requested via the Newsletter and/or Website and accepted by the chairperson of the Nominating committee. Every effort should be made by the Nominating Committee to seek representation from all geographic areas, ages, playing levels, and interests in Virginia. The committee shall communicate with the candidates to determine his/her willingness to serve and provide a written description of his/her prospective duties if requested to do so. No member's name shall be proposed without his/her consent.

#### Section 2

The Board of Directors may appoint additional individuals either on or off the board to perform specific duties for the CVRA. Such appointed positions may include but not be limited to a Newsletter Editor, Rankings Chair, Events Chair, Mailing Chair, Historian, Publicity Chair, Membership Chair, Funding Chair, Junior Program Chair, Regional Chair(s), etc. The Secretary must duly record the duties of such persons and the execution of these duties. These appointed persons should be encouraged to attend board meetings when convenient, as should any other interested members in good standing. Board members can also serve as committee chairperson.

### Article VI- Elections

One third of the directors shall be elected each year by the general membership. The ballot for the election shall be submitted by the Nominating Committee, approved by the Board, and mailed to all eligible voting members of the CVRA. The membership shall be apprised of the interest and qualifications of candidates for Directorships through the CVRA newsletter and any other public means deemed acceptable by the Board. Elections will take place by ballot attached to the entry form sent to the general membership for the state singles tournament in March. Attendance at the tournament is not a requirement for voting, but all ballots must include the membership number. Not more than one ballot per membership will be counted. Ballots will be counted by the executive board, and results will be publicized within one week of the last tournament day. (v3.0) In the event that there are only four candidates for the four Board positions, the Board by a simple majority vote may declare the individuals elected. (v12.0) In the event the Board does not have sufficient number of candidates to achieve the twelve member requirement, the Board may seek and appoint a CVRA member to complete the remaining portion of the three year term. A majority vote of the Board members is required to confirm the candidate. Any appointed member shall have the option to run for two additional consecutive terms.

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### Article VII- Meetings

All meetings will be conducted according to Robert's Rules of Order.

#### Section 1

A general membership meeting shall be held at the state doubles tournament. The date, time, venue, and agenda for the meeting shall be distributed to each member with the state doubles application. Board members will be introduced. A report on the financial condition of the CVRA will be condensed for publication in the next newsletter.

#### Section 2

If the officers fail to call a general meeting, a petition signed by 20% of the membership and submitted to the President of the CVRA binds him/her to call the requested meeting.

#### Section 3

The Board of Directors meets as needed to implement their objectives. The President prepares an agenda, invites all directors, and the secretary notes the business, including persons in attendance. They shall not meet less than twice per year. Minutes of these meetings will be mailed to each Director by the Secretary. In addition, the directors will communicate as needed to ensure the timely achievement of their objectives. A quorum of seven (7) board members is required to conduct the business of the board (v2.0. Any matters requiring a timely vote will be put into a motion and mailed to each director for approval. Unless otherwise stipulated, board votes require a simple majority of board members present, assuming a quorum has been reached.

#### (v3.0) Section 3.1

The Board shall meet four times per year. (v7.0) Effective April 1, 2009, Board members are expected to attend all Board meetings unless the absence is due to extenuating circumstances. There will be an automatic removal from the Board after two absences.

### Article VIII- Income and Expenses

#### Section 1

Expenditures or obligations are authorized by the membership by virtue of voting to accept the annual budget which includes all anticipated CVRA expenses. Additional expenditures over \$500.00 must be authorized by a majority of the executive board. Additional expenditures over \$1000.00 must be authorized by the Board of Directors. In cases where expediency necessitates, authorization may be given by the executive board.

#### Section 2

The income of CVRA will be derived from memberships, sanctioning fees, gifts, donations, grants, or other sources which may be available from time to time. All monies go into the general account of the association, with the exception of monies which might be earmarked for special programs which, at the option of the executive board, may be kept in separate accounts.

#### Section 3

No loans or financial commitments shall be contracted on behalf of the CVRA nor shall evidence of indebtedness be issued in its name unless authorized by resolutions of the Executive Board, Board of Directors, and the general membership.

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### Article IX- Amendments

The board of directors may amend these bylaws with the following restrictions:

- a. Any proposed change must be sent in writing to each member of the board.
- b. Approval of two-thirds of the entire board shall be required to pass any amendment. Directors may vote by mail or fax if they are unable to attend.
- c. Any amendment shall be immediately published to all members of CVRA. A petition signed by 10% of current members opposing the amendment and received by the Board within (v11.0) 30 days of notification of the new amendment shall cause the amendment to be voted upon by the general membership. The amendment, however, remains in effect until approved or overruled by the general membership. Write-in ballots will be accepted for this vote.

### Article X- Indemnification

The corporation shall indemnify and hold harmless its Directors, officers, and employees from any suit, charge, or similar event ensuing from any action taken in good faith within the scope of their authority as provided by law, resolution, regulation or ratification by the Board of Directors.

### (v2.0) Article XI - Programming

#### (v6.0) Section 1

The CVRA Board will solicit and manage nominations for annual awards to be presented at the annual State Doubles tournament. These awards shall be:

- **The Bailey Cup** - This award is given to the one person who has given their time to support, enhance, promote, improve and advance the sport of racquetball within Virginia throughout the season without thought of personal gain.
- **Player of the Year (Male and Female)** - This award is given to those who have shown outstanding performance within their respective divisions and have also shown good sportsmanship both on and off the court. This award can also include those players who have shown dramatic improvement in their play.
- **Curt Rettke Sportsmanship Award (Male and Female)** - This award is given to those who have shown outstanding sportsmanship throughout the year. These players could be any age. The board will take into consideration not only consistent sportsmanship, but also any situation that went above and beyond the standard.
- **Junior Player of the Year (Boy and Girl)** - This award is given to those juniors who have demonstrated the most outstanding attitude, sportsmanship both on and off the court, and performance within their divisions over the past year.
- **(v5.0) Most Improved Junior (Boy and Girl)** - This award is given to the junior players who have shown the most dramatic improvement in their skill level over the past season. These juniors must also demonstrate enthusiasm for the game and good sportsmanship. (Policy decided 6/24/00). (v6.0)

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## Appendix A: Revision History of CVRA Bylaws

**-Version 1.0: Final Draft of Bylaws** -- November 2000. Drafted by Cathy Stryker. Voted on by board? approved, enacted.

**-Version 2.0: Multiple revisions as recommended by board policy, USAR Leadership conference, etc.** February 26, 2002. Drafted by Todd Boss. Denoted in bylaws by (v2.0) designation.

### **-Version 3.0: Article VII – Meetings, Section 3.1**

The Board shall meet four times per year. Board members must be physically present at two of the meetings and may attend others via phone. Failure to participate in three meetings may result in removal from the Board by a majority vote of the Board. Denoted in bylaws by (v3.0) designation. Approved: July 16, 2005

### **-Version 3.0: Article IV – Organizational Structure, Section 5.1**

Should an elected Board member voluntarily leave the Board, the Executive Board shall have the authority to identify and confirm a candidate to complete the term of the member leaving the Board. Therefore, it will no longer be necessary to wait until the normal election cycle to fill a vacated position. Denoted in bylaws by (v3.0) designation. Approved: September 17, 2005

### **-Version 3.0: Article VI – Elections**

In the event that there are only four candidates for the four Board positions, the Board by a simple majority vote may declare the individuals elected. Denoted in bylaws by (v3.0) designation. Approved: September 17, 2005

### **-Version 3.0: Article IX – Amendments, Section c**

The comment period is amended to two (2) months. Denoted in bylaws by (v3.0) designation. Approved: December 2, 2005

### **-Version 4.0: Article IV – Organizational Structure, Section 2**

Board members shall have the option to seek re-election to a consecutive three-year term upon completion of their initial term. Upon completion of their second term, retirement from the Board for a period of one (1) year is mandatory. Denoted in bylaws by (v4.0) designation. Approved: September 16, 2006

### **-Version 5.0: Article I – Name**

Board voted to strike this statement: “(v2.0) *The CVRA operates as a 501 (c) 7 corporation and received its non-profit status from the IRS on 3/4/99.*”, as CVRA is not on record as having this status. Denoted in bylaws by (v5.0) designation. Approved: April 28, 2007

### **-Version 5.0: Article XI – Programming, Section 2**

Board voted to add this award: Most Improved Junior (Boy and Girl) - This award is given to the junior players who have shown the most dramatic improvement in their skill level over the past season. These juniors must also demonstrate enthusiasm for the game and good sportsmanship. Denoted in bylaws by (v5.0) designation. Approved April 28, 2007

### **-Version 5.0: Article II – Purpose, Section 2**

In the event of dissolution of the association, its property shall be donated to the United States Racquetball Association. Denoted in bylaws by (v5.0) designation. Approved: December 8, 2007

### **-Version 6.0: Article II – Purpose, Section 2**

Board voted to change “United States Racquetball Association” as recipient of property upon dissolution and insert “a 501c3 organization”. Denoted in bylaws by (v6.0) designation. Approved: August 16, 2008



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### **-Version 6.0: Article XI – Programming, Section 1**

Board voted to delete entire Section 1: “The CVRA Board will send two (2) representatives to the USAR Leadership Conference each year). The highest ranking board member who has not previously attended shall have the first right of refusal to attend. Attendees shall return for a second consecutive conference (if possible) to provide continuity for new attendees. The CVRA shall fund travel expenses for the first two attendees each year with funding amount to be determined yearly depending on the State’s financial situation. (Policy decided 6/24/00). Section 2 now becomes Section 1. Denoted in bylaws by (v6.0) designation. Approved: August 16, 2008

### **-Version 6.0: Article XI – Programming, Section 1**

Board voted to delete following statement: “These nominations shall be conducted in conjunction with Board elections for visibility but still be awarded at State Doubles Banquet (policy decided 9/15/01).” Denoted in bylaws by (v6.0) designation. Approved: August 16, 2008

### **-Version 7.0: Article VII – Meetings, Section 3.1**

Board voted unanimously to add this statement: “Board members are expected to attend all Board meetings unless the absence is due to extenuating circumstances. There will be an automatic removal from the Board after two absences.” Denoted in bylaws by (v7.0) designation. Approved: January 24, 2009

### **-Version 8.0: Article I – Name**

Board was notified that the IRS has declared the CVRA is a non-profit organization and deserving of the 501(c)3 status effective November, 2009.

### **-Version 9.0: Article III- Membership, Section 2**

. (v9.0) Junior and Collegiate memberships shall be available at reduced rates according to the age limits set forth by the USAR and they shall be ranked accordingly in state or other association rankings.

### **-Version 10.0: Article IV - Organizational Structure, Section 2**

Board voted unanimously to amend the minimum number of Board of Directors to nine. Denoted in bylaws by (v10.0) designation. Approved: March, 2012

### **-Version 11.0: Article IX – Amendments, Section c**

The comment period for member response is amended to 30 days. Denoted in bylaws by (v11.0) designation. Approved: April, 2012.

### **-Version 12.0: Article IV: Organizational Structure, Section 5**

Delete the word Executive – giving the entire Board the authority to identify and confirm during a term. Denoted in bylaws by (v12.0) designation. Approved: February, 2013.

### **-Version 12.0: Article VI- Elections**

Add statement that gives the Board authority to identify and confirm a candidate(s) in the event that there are not enough candidates to fill the empty Board seats after the election cycle. Denoted in bylaws by (v12.0) designation. Approved: February, 2013.

### **-Version 13.0: Article IV, Section 2**

Removed the wording indicating that board members must retire after their second consecutive term. There are no term limits. Effective immediately. Denoted in bylaws by (v13.0) designation. Approved July 2019.

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### (v2.0) Appendix B: Disciplinary Action Policy

This describes the policy the CVRA will follow when an incident occurs at a CVRA-sanctioned event. This was originally drafted by Todd Boss, discussed and decided upon at the CVRA board meeting, 12/16/00. Revisions were made on 11/07/01 by Curt Rettke and Michelle Lucas.

- An incident occurs and is reported to the CVRA board either by an individual or the tournament director (an incident can be any type of offensive behavior, physical or verbal abuse, or any activity not-becoming of the stated goals of the CVRA as defined in the bylaws). The incident must be submitted to a Board member by the complainant in the form of a written letter (or email). Written complaints must be received by a Board member within ninety (90) days of the incident.
- If the incident is severe enough, the tournament director should immediately forfeit that player from the tournament. The tournament director is responsible for reporting the incident to the CVRA President within (3) days of the incident, so he can suspend the player from all CVRA activities, pending Disciplinary committee action.
- When a complaint is received by a Board member, he must inform the other board members of the complaint immediately.
- Within (7) days of the date the complaint is received, the CVRA Board must create a Disciplinary sub-committee consisting of three (3) board members. These board members are picked to be as independent of the incident as possible. Ideally, three members will be selected who were not present when the event occurred, and who do not have any personal links to the venue at which the incident occurred or to the person(s) involved. If a scheduled board meeting is not to occur within (7) days of the complaint, then the sub-committee can be created through email conversations among board members. A new subcommittee shall be created each time an incident arises.
- The subcommittee members shall conduct independent investigations of the incident, contacting all witnesses and arriving at independent opinions of a course of action. Notes should be kept by each committee member, citing each witness's account of the incident.
- The Disciplinary subcommittee shall meet (or communicate over email) to review their independent courses of action. Through this, they will decide upon one overall course of action. This will be submitted (along with the witness notes) to the CVRA Board via a written recommendation within thirty (30) days of the subcommittee's creation.
- The CVRA Board shall then vote on the recommendation. The secretary shall inform the interested parties of the results in writing on CVRA letterhead within (7) day[s] of the decision. Any punishment decided upon shall take effect immediately, whether or not affected parties decide to Appeal.
- If the affected party is penalized in any way (probation, suspension or expulsion), he/she has thirty (30) days to respond to the board, in writing, requesting an Appeal of the decision.
- The specifics of the Appeal process shall not be determined until necessary, or if the CVRA decides to adopt an official policy as detailed by another state or national organization (which has had to deal with this issue in the past).

#### Notes:

- All Tournament Directors are expected to have a current USAR rule book at the tournament desk at all times.
- Handling of incidents at tournaments will follow the rules of the USAR rule book.
- No specific policy shall be set for particular incidents. Each incident shall be investigated individually, with punishments decided upon independently depending on their level of severity.