

Pennsylvania Intramural-Recreational Sports Association Constitution

Article I - Name

The organization will be called the Pennsylvania Intramural Recreational Sports Association (PIRSA)

Article II - Purpose

The purpose of this association shall be to promote and enhance the quality of recreational sports programs in various settings throughout the state by means of professional meetings, publications, dissemination of ideas and maintenance of policies consistent with the philosophy of the National Intramural Recreational Sports Association (NIRSA).

Article III Membership

Section 1. Professional

Membership shall be available to any individual regardless of professional affiliation involved in or interested in any aspect of recreational sports. Members are entitled to all rights and privileges of the association.

Section 2. Student

Student membership shall be available to graduate and undergraduate students who are interested in any aspect of recreational sports. Student members shall receive all newsletters, shall be entitled to attend meetings and may hold appointed positions on committees. Student members shall not be eligible to vote on official business at any state business meeting nor can they hold elective offices in the association. Student representatives will serve a one year term. The election of the student representative will be conducted at each PIRSA workshop.

Article IV - Structure

Section 1. NIRSA Affiliation

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

- A. Consistency of purpose with NIRSA (as indicated in the associations constitution and by-laws).
- B. A minimum of 55% of the association's professional members must also hold professional memberships in NIRSA.
- C. Each elected officer in the association must hold membership in NIRSA.
- D. Continuing proof of the tax exempt status with the Internal Revenue Service.
- E. When requested by the NIRSA Executive Committee, provide appropriate materials for periodic review to assure that the NIRSA intended purpose is being maintained.
- F. The State Director's term of office does coincide with the respective Regional-Vice-President of the NIRSA.

Section 2. Additional Professional Affiliations

There may be indirect affiliation with the American Alliance for Health, Physical Education, Recreation and Dance, the National Recreation and Parks Association, or other state and/or national organizations.

Section 3. Organization

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

Article V - Officers

Section 1. Officers

There will be two types of officers, professional elected and appointed. All such officers must be NIRSA members and affiliated with an institution/agency within the state.

Section 2. Executive Committee

The management of the association shall be entrusted to the Executive Committee which shall be comprised of:

State Director/President: Elected

Vice President: Elected

Secretary/Treasurer: Elected

Student Representative: Elected

Historian: Appointed

Workshop Coordinator: Appointed

Past State Director Representative: Elected by the Past State Directors to serve on the Executive Committee.

Section 3. Term of Office

The elected members of the Executive Committee will serve a two year term that coincides with the term of the Region 1 Vice President of the NIRSA. Officers may be re-elected. The appointed offices will serve one year appointments and be determined by the Executive Committee. The exception will be that the student representative will be a one year term.

Section 4. Elections

The Nominations and Election committee will conduct and conclude the elections electronically by October 31 in the years coinciding with the election years of the NIRSA Regional Vice President. Nominations will be established at the state workshop. The student members of the association will elect the student representative.

Section 5. Officer Responsibilities

State Director/President: Shall preside at all meetings, enforce bylaws and regulations of the association and shall carry out the will of the members. The director shall appoint all committees, and the state workshop coordinator. The state director shall be responsible for the newsletter and work with the executive committee on all financial matters.

Vice President: Shall assist in coordination of the state workshop and the newsletter. Shall assume duties of the president/state director in his/her absence and in the event of an unexpired term being vacated by the director. In the event the vice president position becomes vacant during the first year because of officer succession to the director's position, a vice president will be appointed by the president with a replacement elected at the next state business meeting to fill the remainder of the unexpired term.

Secretary/Treasurer: Shall keep minutes of all meetings and maintain an updated mailing list of all members. Shall maintain all financial transactions and records. Shall assume the duties of the vice-president in his/her absence and shall succeed in the position of director in the event that an unexpired term cannot be completed by the director and/or assistant director. In the event the secretary assumes another officers unexpired term during the first year, a replacement secretary/treasurer shall be elected at the next state business meeting to fill the remainder of the unexpired term. A second year vacancy shall go unfilled.

Student Representative: Shall provide student oriented information as needed and conduct a student session at the state workshop and NIRSA Conference. In the event of a vacated term, the Region 1 Student shall appoint a replacement to complete the term.

Past President: Shall provide leadership to the Executive committee and serve as the chair of the Nominations and Elections Committee.

Historian: Appointed by the Director. The Historian shall compile the past and record the present and future happenings of PIRSA. The Historian will make reports and presentations to the membership as desired by the membership and/or the Director and/or the NIRSA.

Workshop Coordinator: Appointed by the Executive Committee and shall be responsible for the planning and conducting of the Annual State Workshop.

Article VI - Meetings

Section 1. State Workshop

An annual state workshop will be conducted with the location rotating East, Central and West.

Section 2. Annual Meetings

Annual state business meetings will be conducted at the state workshop and the NIRSA Conference.

Section 3. Quorum Guidelines

The association membership, of a minimum of ten or more members present constitute a quorum. Procedure, as indicated in Roberts Rules of Orders, shall be followed.

Article VII - Committees

Section 1. Standing Committees:

Standing committees shall be appointed by the director and approved by the membership at the first subsequent state business meeting. The standing committees shall be:

- A. Nominations and Elections
- B. Workshop Programming

Section 2. Ad Hoc committees:

Ad Hoc Committees shall be appointed by the Executive Committee as deemed necessary.

Article VIII - Fees and Dues

Section 1 Authorized Expenditures

Assessments, registrations and special fees must be approved by the Executive Committee. Dues shall be determined by a majority vote of the association members at either the state workshop business meeting or the NIRSA Annual Conference State business meeting.

Under \$100-By Executive Committee vote

Over \$100 -By majority vote of members at state meeting

Over \$300 -By emergency vote 2/3 approval of membership

Historic Funds used for Bill Swan will be pre-approved with voting required.

Section 2 Membership Dues

The annual professional and student PIRSA Membership fee will be included in the state workshop registration fee. The institution hosting the state workshop will forward the membership fee to the PIRSA Secretary/Treasurer immediately following the workshop.

ARTICLE IX – HONORS AND AWARDS

Section 1 Bill Swann Award

- A. This award was designed to recognize the student that has displayed the dedication and commitment to the recreational program at their institution. The award is named in honor of Bill Swan who served Penn State University for over 35 years.
- B. Annually, nominations will be submitted through June 30th to the Bill Swann Award committee.
- C. At the annual PIRSA Conference, the membership will elect the winner of the Bill Swann Award.
- D. The recipient need not be present to win the award.
- E. The recipient will receive a plaque and travel stipend covered by the PIRSA budget.
- F. Criteria
 - 1. The candidate must be a student, graduate or undergraduate.
 - 2. The candidate should have at least one year of experience working in the recreational program.
 - 3. The candidate should have evidence of outstanding leadership within their institution.
 - 4. The candidate should be of fine moral character
 - a. The ability to exemplify strong standards and ethical behavior.
 - b. Volunteer activities within the institution or community.
 - 5. The candidate must be nominated by a NIRSA member.
 - a) The ability to exemplify strong standards and ethical behavior.
 - b) Volunteer activities within the institution or community

Section 2 PIRSA Conference Scholarship

- A. Each year the award will be presented to two PIRSA Conference Scholarships to attend the annual PIRSA Conference. Each award will cover a waiver of the conference tuition for one professional staff member and one student from each school.
- B. Annually, nominations will be submitted through June 30th to the PIRSA Conference Scholarship committee.
- C. The committee will make their selections based upon the completion of the PIRSA Scholarship applications from institutions who meet the following criteria:
 - 1. Have not attended a PIRSA conference for at least two years.
 - 2. Present the best rationale for receiving the scholarship.

Article X Amendments and By-Laws

The constitution may be amended at any state business meeting of the association, provided that two thirds of the quorum approve. By-laws may be adopted by a majority vote of the quorum at any state business meeting.

(Voted on and Approved October 31, 2008)