



International Segway Polo Association By-laws

Approved by the ISPA Board of Directors September 10, 2014

A. Name

- i. The name of the organization shall be the International Segway Polo Association, also known as the ISPA.

B. Board of Directors

- i. The Board of Directors shall serve without pay and consist of five members.
 - a. To be eligible to serve on the Board of Directors a person must be a member in good standing with the ISPA and have an expressed interest in serving on the Board of Directors for the betterment of the ISPA.
 - b. Upon nomination the member will be notified via email (Using email address on file with ISPA) of their nomination. The nominee will have the remainder of the nomination period to accept or decline their nomination. If no email is received from the nominee regarding their nomination it will be considered that the nominee has declined their nomination.
 - c. No ISPA team may have more than one member on the Board of Directors.
 - d. Board members shall serve two year terms. Terms shall be staggered with two Board members' terms ending on odd years and three board members' terms ending on even years.
 - e. Elected board members are allowed to run for reelection and may serve at most two consecutive terms. Following the second consecutive term, the board member must not serve on the board for one full term prior to being eligible to run for election again. If re-elected the term policy will renew.
- ii. Members of the Board of Directors shall be voted into office from a pool of candidates nominated either by themselves or other ISPA members in good standing. Nomination period will begin at 12:00am and end at 12:00am (time zone will be the time zone of the location for the ISPA headquarters) and will last for a period not less than 21 days.
 - a. Each ISPA member shall receive one vote per open seat.

- b. The winners shall be determined based on the popular vote using a system approved by the Board of Directors.
- c. The Board of Directors shall appoint an Election Committee consisting of no less than 2 ISPA members. Each Election Committee member must come from a different member team and may not be running for office in the current election. This committee will be responsible for running the election according to the Board of Directors approved system and certifying the results.
- d. Any ties will be awarded to the nominee who was first to accept their nomination. Date of acceptance is determined by the time stamp contained in the email received by the ISPA which was sent from the nominee.
- e. If there are no nominations for an open seat on the Board of Directors the Board shall make every effort to find a nominee for the vacant seat. If a nominee cannot be found the Board may appoint an interim Board member, with the recommendation of the Chair.
 - The term of the interim Board member shall be no more than 90 days from the date of appointment.
 - The interim Board member may be the same ISPA member that previously held the position on the Board.
- f. If, after 90 days, there is still no nominee the interim Board member will come up for a “yes/no” vote by the members with one vote being cast per member (i.e. special election).
 - If the interim Board member receives more “no” votes than “yes” votes the interim member must leave the position and the Board can appoint a new interim member for another 90 day period.
 - The Board may call for an immediate “yes/no” vote on the second appointed interim Board member if they desire.
- iii. Vacancies created by a Board member leaving before the end of their term shall be filled by the Board, with the recommendation of the Chair. The term of the newly appointed Board member will end on the date that the original Board member's term was scheduled to end.
- iv. Board members who miss more than three meetings during their term may be dismissed from the Board.

C. Officers

- i. The officers of the board shall consist of a Chair, Vice Chair, Secretary, Treasurer and Member at Large.
 - a. For election purpose the following positions will open using the following schedule:
 - Chairman, Treasurer, and Member at large – even years
 - Vice Chairman, Secretary – odd years
 - b. Officers will serve a term of two years.

ii. Board of Director Roles

- a. The Chair shall preside at all Board meetings, and perform other duties as associated with the office.
- b. The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence. The Vice-Chairman will also assist in additional duties as prescribed when not fulfilling the role of Chairman.
- c. The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book or on by electronic means approved by the Board of Directors and email copies of completed minutes to each member of the BOD. The Secretary will also be responsible for completing the BOD agenda and emailing completed agendas to each member of the BOD prior to the start of any BOD meeting.
- d. The member at Large shall be responsible for communication between the BOD and the players. This includes official announcements, posting of minutes to the ISPA member website, tournament information, etc. The Member at Large is also responsible for all aspects of the ISPA's social media presence.
- e. The Treasurer shall keep record of the organization's budget and prepare financial reports as required.

D. Team Membership

- i. Any properly equipped Segway Polo team with 5 members or more may join the ISPA provided it agrees to the following:
 - a. Follow the rules of the ISPA at all times.
 - b. Agree to play by the Official Rules of Segway Polo as approved by the Board of Directors.
 - c. Agree to abide by any decisions made by the Board of Directors.
 - d. Participate in the ISPA by providing team members for various ISPA positions.
 - e. Pay all annual dues as required by the ISPA by-laws.
- ii. A member team may leave the ISPA at any time by simply notifying the Board of Directors of their intentions.
- iii. A team may be removed from the ISPA by a vote of the Board of Directors for any of the following:
 - a. As disciplinary action by the Board of Directors against the team.
 - b. Non-payment of annual member dues which results in a team of less than 5 members.
 - c. By a vote of the Board of Directors.
 - Any team may petition the Board of Directors to have a team disciplined or removed if they feel they have just cause for the action.
 - The Board will have final say on any action taken.

E. Team Representatives

- i. Each team shall provide a team representative to the ISPA Board of Directors.
 - a. This representative will not take part in the day-to-day duties of the Board of Directors.
 - b. The Team Representative may be called upon for special situations where team input is required or deemed necessary either by these by-laws or the Board of Directors.
- ii. All members of a team must be in good standing with the ISPA for their representative to take part in any ISPA related duties.

F. Committees

- i. The Board may appoint standing and ad hoc committees as needed.
- ii. Committees will be comprised of no more than one member of each active team.
- iii. Rules Committees
 - a. The Rules Committee ("Committee") shall consist of an odd number of ISPA members (between 5 and 9 people, determined by the ISPA Board of Directors ("BoD")) where the majority are elected experienced polo players. The rest of the Committee is randomly selected.
 - I. Only one member of a team may be on the Committee at any time. An ISPA member that changes to another existing team in the ISPA database in the six months prior to creating the Committee is disqualified. An ISPA member from a new team that formed within three months prior to creating the Committee is disqualified.
 - II. An ISPA member who has never been affiliated with a team may not be elected as described below, but may be randomly selected.
 - III. If at any point circumstances change causing two Committee members to be on the same team, one shall be replaced by an alternate.
 - b. The process for creating the Committee is as follows:
 - I. For one month the ISPA community is polled for people interested in serving on the Rules Committee.
 - II. The BoD uses criteria, such as refereeing at recent ISPA sanctioned events, to split everyone expressing interest in being on the Committee into two groups: experienced and not experienced. This group of experienced people should be larger than the majority of places in the Committee.
 - III. An election with the group of experienced people as candidates is held to fill the majority of the places on the Committee.
 - A. if two or more winning candidates are on the same team then the one with the most votes becomes the member of the Committee

- B. all candidates from the same team of all election winners are removed from the pool
- C. all non-successful candidates who do not have someone from their team already on the Committee are put back in the pool
- IV. Random selection from the remaining pool fills the rest of the Committee.
 - A. anyone in the pool that is on the same team of a randomly selected member is removed immediately upon selecting that member
 - V. The BoD selects two alternates.
- c. All Committee members serve for a two year term, and may be re-elected unlimited times. The Committee may operate whatever way they see fit, so long as the following requirements are met:
 - I. At the first meeting a Rules Committee Chairman is selected, and a schedule of meeting (at least once a quarter) is set.
 - II. The Rules Committee Chairman at any time may hold a vote to permanently replace anyone on the committee (especially for excessive absences) with an alternate.
 - III. The Rules Committee Chairman must give quarterly reports to the BoD and at any time may be dismissed by the BoD for not performing satisfactorily.
- d. The Committee is solely responsible for determining what changes to make to the Official Rules of Segway Polo. These changes to the Official Rules of Segway Polo must be approved in an unmodified form by the BOD.
- e. All Committee members shall be in good standing with the ISPA, and their ISPA membership fees are waived as long as they serve in this role.

G. Meetings

- i. Board Meetings will be held at a minimum of two per year. The Board may hold more frequent meetings if necessary or desired. The method of holding these meetings will be determined by the Board of Directors.

- ii. Special meetings may be held at any time when called for by the Chair or a majority of Board members.

H. **Voting**

- i. At least three board members are required to constitute a quorum.
- ii. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- iii. Passage of a motion requires a simple majority; three of the five members.

I. **Duties**

- i. The Board of Directors shall be responsible for all decisions concerning the direction and operation of the ISPA.
- ii. The Board of Directors shall rely on the Rules Committee for all changes to and interpretations of the Official Rules of Segway Polo.
- iii. The Board of Directors shall act as one non-voting member of the Rules Committee and will be allowed input for all changes to the Official Rules of Segway Polo. In the event of a tie vote the Board of Directors will be called upon to vote as decided by the Board of Directors to break the tie.
- iv. Any complaints against a team or individual shall be brought before the Board of Directors for their review. The Board will look at the evidence presented in the complaint and take action accordingly.
 - a. Members with a Conflict of Interest shall excuse themselves from the deliberations and any voting.
 - b. All disciplinary decisions made by the Board are final.

J. **Authority**

- i. The Board of Directors shall be the final authority for the following:
 - a. Sanctioning of official ISPA events.
 - b. Use of the ISPA logo.
 - c. Rules concerning how teams belonging to the ISPA may operate with regard to use of the ISPA name and logo, management of the team and adherence to the Official Rules of Segway Polo. These rules will be enforced in an unbiased and equitable way for all ISPA teams.
- ii. The Board of Directors may assign Committees to regulate the matters outlined above. However, the Board of Directors retains final authority at all times.
- iii. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature

that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse himself and will vacate his seat and refrain from discussion and voting on said item.

K. Fiscal Policies

- i. The fiscal year of the board shall be January 1st to December 31.
- ii. Annual Dues will be collected as set by the Board of Directors. Payment must be made by January 31st to remain a member in good standing.
- iii. The Board of Directors shall make available to all ISPA teams a financial report for the previous fiscal year no later than the last day of the month in February.

L. Amendments

- i. Any amendments to these by-laws will require a majority, three of five Board members, is required to present any amendments to the Team Representatives.
- ii. At the time the amendment(s) is/are presented to the Team Representatives the Board will set a date for all votes to be received. This date shall be at least two (2) weeks from the date of the presentation of the proposed amendment(s).
- iii. A copy of the proposed amendment(s) must be provided to each Board member and Team Representative at least two (2) week prior to the date of the vote. 60% of all Team Representatives who respond must vote in favor of any amendment(s) presented by the Board for the amendment(s) to pass.
- iv. If an amendment receives a passing vote by the Team Representatives the amendment is enacted immediately and the Board will change the by-laws accordingly.

M. Definitions

- i. Sanctioned and Non-sanctioned ISPA Events are defined as follows:
 - a. An ISPA Sanctioned Event is any event that contributes to or changes the standing of any ISPA team. Included in this category is the World Championship of Segway Polo.
 - b. A Non-sanctioned Event is any event that is played for fun or entertainment between two or more ISPA member teams that is not intended to change the standings of any of the participating teams. Even though an event may be deemed Non-sanctioned it will still fall under the ISPA's rules and controls.
 - c. Scrimmages, practices or other ad hoc matches are not under the jurisdiction of the ISPA and do not fall under the Non-sanctioned event category.
- ii. Member in Good Standing
 - a. An ISPA member team shall be considered in good standing if it meets the following requirements:
 - The team complies with the definition of a team as defined by the Board of Directors.

- Dues are paid in full.
 - The team has no disciplinary actions against it.
- iii. An ISPA member shall be considered in good standing if they are a member of an ISPA member team which is in good standing and the member has no disciplinary actions against them.