



International Segway Polo Association By-laws

Approved by the ISPA Board of Directors October 25, 2009

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. No ISPA team may have more than one member on the Board of Directors.
 - c. Board members shall serve two year terms. Terms shall be staggered with three Board members' terms ending on odd years and two board members' terms ending on even years.
- 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.
 - a. Each ISPA member team shall receive one vote per open seat. The vote(s) will be cast by the Team Representative.
 - 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 broken by the seated members of the Board of Directors.

- 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 teams with one vote being cast per team.
 - 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, and Treasurer as appointed by the Board.
 - a. Appointed officers will serve a term of one year.
 - b. No Board member may serve in any office for more than two years consecutively.
- 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.
 - 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 minutes to all Team Representatives as well as post the minutes to a site that is available to all ISPA members.
 - d. The Treasurer shall keep record of the organization's budget and prepare financial reports as needed. Due to banking regulations the Treasurer will be required to be a resident of the U.S.

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 dues.
 - 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. 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.

G. Meetings

- i. Meetings will be held at a minimum of two per year. One meeting is required to be held in September to discuss the upcoming World Championship and to receive the financial report. 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.
- iii. Agendas shall be provided at least 14 days in advance and will be prepared by the Chair.

H. **Voting**

- i. At least four 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 October 1st to September 30th.
- ii. Annual Dues will be collected as set by the Board of Directors. Payment is due by October 1st on a yearly basis.
- iii. The Board of Directors shall make available to all ISPA teams a financial report for the previous fiscal year no later than October 31st.

L. Amendments

- i. Any amendments to these by-laws will be presented by the Board of Directors to the Team Representatives. 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.