



**United States Quad Rugby Association**

# **Constitution and Bylaws**

**Revised: July 1, 2019**



## Table of Contents – Constitution

|               |  |    |
|---------------|--|----|
| Article I:    | Name .....   | 4  |
| Article II:   | Purpose .....  | 4  |
| Section 1     | Purposes.....  | 4  |
| Section 2     | Fundamental Policies .....   | 4  |
| Article III:  | Principles for the Conduct of Quad Rugby .....                       | 5  |
| Section 1     | Amateurism.....  | 5  |
| Section 2     | Principles Governing Recruiting .....                                | 5  |
| Section 3     | Principles of Ethical Conduct .....                                  | 5  |
| Article IV:   | Authority .....  | 5  |
| Article V:    | Membership .....   | 6  |
| Section 1     | Eligibility for Membership.....                                      | 6  |
| Section 2     | Conditions and Obligations of Membership .....                       | 6  |
| Section 3     | Classes of Membership .....  | 6  |
| Section 4     | Conferences .....  | 6  |
| Section 5     | Annual Dues .....  | 7  |
| Section 6     | Termination of Membership .....                                      | 7  |
| Section 7     | Reinstatement of Members.....  | 7  |
| Article VI:   | Organization .....   | 7  |
| Section 1     | Executive Committee .....  | 7  |
| Section 2     | Commissioner.....  | 9  |
| Section 3     | Replacement of Vacancies .....                                       | 10 |
| Section 4     | Removal from Office .....  | 11 |
| Section 5     | Team Representatives.....  | 11 |
| Section 6     | The Governing Board .....  | 11 |
| Section 7     | Regional Assistance Commissioner (RAC) .....                         | 12 |
| Section 8     | Special Committees .....   | 12 |
| Section 9     | Meetings .....   | 12 |
| Article VII:  | Bylaws, Interpretations, Executive Regulations and Definitions ..... | 13 |
| Section 1     | Bylaws and Resolutions.....  | 13 |
| Section 2     | Interpretations .....  | 13 |
| Section 3     | Definitions .....  | 14 |
| Article VIII: | Amendments to the Constitution .....                                 | 14 |
| Section 1     | Amendment Adoption Process .....                                     | 14 |



## Table of Contents – Bylaws and Interpretations

|               |   |    |
|---------------|---|----|
| Article I:    | Membership .....  | 15 |
| Section 1     | Application for Membership .....                                | 15 |
| Section 2     | Requirements of Rostered Players .....                          | 16 |
| Section 3     | Dues .....  | 17 |
| Article II:   | Rosters .....   | 17 |
| Section 1     | Rosters .....   | 17 |
| Article III:  | Player Eligibility .....  | 18 |
| Section 1     | Player Classification .....                                     | 18 |
| Section 2     | Player Team Registration .....                                  | 18 |
| Section 3     | Player Transfers .....  | 18 |
| Section 4     | Player Residence .....  | 19 |
| Section 5     | Player Residence Protest .....                                  | 20 |
| Section 6     | Player Participation Notice .....                               | 20 |
| Section 7     | Definition of an International Player .....                     | 21 |
| Article IV:   | USQRA Player Classification Board .....                         | 21 |
| Section 1     | Purpose and Function of USQRA Classification Board .....        | 21 |
| Section 2     | Composition of the Classification Board .....                   | 21 |
| Article V:    | Post-Season Competition .....                                   | 22 |
| Section 1     | Playoff Tournaments .....                                       | 22 |
| Section 2     | Automatic Qualification .....                                   | 22 |
| Section 3     | Structure of Playoff Tournaments .....                          | 22 |
| Section 4     | Seeding .....   | 23 |
| Section 5     | Schedule Changes .....  | 24 |
| Section 6     | Withdrawal from Participation .....                             | 24 |
| Section 7     | National Trophy .....   | 24 |
| Section 8     | Post-Season Tournament Bids .....                               | 24 |
| Article VI:   | Committees .....  | 24 |
| Section 1     | General Committees .....  | 24 |
| Section 2     | Committee Structure .....                                       | 25 |
| Section 3     | Committee Descriptions .....                                    | 25 |
| Article VII:  | Regional Assistant Commissioner (RAC) .....                     | 28 |
| Section 1     | Definition .....  | 28 |
| Section 2     | Role of the Regional Assistant Commissioner (RAC) .....         | 28 |
| Section 3     | Duties and Responsibilities of the RAC .....                    | 28 |
| Article VIII: | Fundraising, Marketing and Development .....                    | 29 |
| Section 1     | Role of the Executive Committee – Promotion of Quad Rugby ..... | 29 |
| Section 2     | Staff Positions .....   | 29 |
| Article IX:   | Amendments to Bylaws .....                                      | 30 |
| Section 1     | Creation and Amendment of Bylaws .....                          | 30 |
| Article X:    | Appeals Process .....   | 30 |
| Section 1     | Definition of Appeals Process .....                             | 30 |



## UNITED STATES QUAD RUGBY ASSOCIATION – CONSTITUTION

### Article I – NAME

- a. The name of this association shall be the United States Quad Rugby Association (USQRA).

### Article II – PURPOSE

#### Section 1 – Purposes

- a. The purposes of this Association are:
  - i. To provide a competitive, unique and original team sport for people with severe disabilities, which limit the function of upper and lower extremities.
  - ii. To provide a mechanism for individuals with severe impairments to compete in a sport, vigorously and safely, under specific rules.
  - iii. To contribute to, and provide incentives for, the rehabilitation of physically disabled persons by providing these individuals an opportunity to participate in the exchange of ideas and the comradeship experienced by athletes.
  - iv. To encourage physically disabled persons in the development of new skills to the maximum use of their capacities.
  - v. To initiate, stimulate and promote the growth and development of Quad Rugby for the physically disabled.
  - vi. To formulate, maintain and publish rules of play governing Quad Rugby.
  - vii. To promote the benefits of Quad Rugby and to publicize the accomplishments of the participants.
  - viii. To serve as the sanctioning body for invitational tournaments, playoffs and the national championship tournament.
  - ix. To sponsor and manage a team of selected players from member teams for international competition.
  - x. To protect the member teams, and Quad Rugby, as a whole, against any and all abuses from without and mismanagement from within.
  - xi. To oppose and suppress any malpractice of non-accredited individuals who may attach themselves to Quad Rugby and also the malpractice of any individuals within the Association.
  - xii. To do any and all things necessary and proper to carry out the purposes, fundamental policy and functions of the United States Quad Rugby Association.

#### Section 2 – Fundamental Policies

- a. The fundamental policies of the Association are that:
  - i. The competitive athletic program of the USQRA is recognized and designed as a vital part of the disabled individual's total rehabilitation. Therefore, a basic purpose of the USQRA is to maintain Quad Rugby as an integral part of the individual's rehabilitation and to foster the concept of the participant as an athlete in his/her own right, and, by doing so, to establish the validity of Quad Rugby as a legitimate avenue of athletic expression.



- ii. A person's athletic achievement or pursuit of physical fitness need not be limited by a physical disability. People with physical disabilities have the same need and capability for attaining athletic excellence, physical fitness and involvement in active recreation, as able-bodied persons. These needs are best met through an organized program of competitive sports, recreation and training, which provides opportunities for the disabled person, commensurate with those available to the able-bodied.

## **Article III – PRINCIPLES OF CONDUCT**

### **Section 1 – Amateurism**

- a. The term "**amateur**" and "**amateurism**" shall be defined as those terms are defined by the International Olympic Committee.

### **Section 2 – Principles Governing Recruiting**

- a. The recruiting of Quad Rugby Players shall be controlled by the Bylaws enacted by the Governing Board

### **Section 3 – Principles of Ethical Conduct**

- a. It shall be a member team's responsibility to ensure that individuals officially affiliated with and in the service of a member team in any capacity shall deport themselves with honesty and sportsmanship at all times so that Quad Rugby, Quad Rugby Teams and individual players shall represent the honor and dignity of fair play, and the generally recognized high standards associated with wholesome competitive sports and to always hold in esteem other Quad Rugby teams.

## **Article IV – AUTHORITY**

- a. This Association shall exercise the following powers:
  - i. Represent the sport of Quad Rugby in USOC, IWRF, IPC and any other organization, which has a relationship to the sport.
  - ii. Establish national goals and encourage the attainment of those goals, in the sport of Quad Rugby.
  - iii. Serve as the coordinating body for amateur athletic activity in the sport of Quad Rugby in the United States.
  - iv. Exercise jurisdiction over international Quad Rugby activities, and sanction international competition, held in the United States, and sanction the sponsorship of international competition, held outside the United States.
  - v. Conduct amateur athletic competition, in the sport of Quad Rugby, including national championships and international competition in the United States, and establish procedures for the determination of eligibility standards for participation in such competitions.
  - vi. Designate individuals to represent the United States in international amateur



athletic competition in the sport of Quad Rugby.

## **Article V – MEMBERSHIP**

### **Section 1 – Eligibility for Membership**

- a. The eligible members of the Association shall be the Quad Rugby teams with no more than one active player of citizenship other than the United States. Additional teams may join the USQRA after a showing to the Commissioner of the fulfillment of the terms of membership, as set out in the Constitution and Bylaws of the USQRA.

### **Section 2 – Conditions and Obligations of Membership**

- a. The members of this Association agree:
  - i. To administer the Quad Rugby program in accordance with the Constitution, the Bylaws and Rules/Regulations of the Association.
  - ii. To establish and maintain high standards of personal honor, eligibility and fair play.

### **Section 3 – Classes of Membership**

- a. Membership shall be of the following two classes: National member teams and developing member teams. Bylaws may prescribe the procedures by which national member teams and developing member teams may participate in USQRA competition.
  - i. National Member Teams shall be those teams approved for active membership, in the region specified by the USQRA. They shall be entitled to all the privileges of members under the Constitution, Bylaws, Rules and Regulations of the USQRA, and all privileges incidental thereto.
  - ii. Developmental Teams shall be those teams whose developing status does not warrant their compliance with a regional schedule. They shall provide sufficient evidence and intent in becoming members of the national organization and a specified region. Developmental teams shall be entitled to privileges of members under the Constitution, Bylaws, Rules and Regulations in Regional and National play.
    - 1. Developmental Team status can only be maintained for one (1) year.

### **Section 4 – Conferences**

- a. National Member Teams and Developmental Teams can form specific geographical conferences to enhance the competitiveness of the sport in that specific area. Any National Member Team can be a conference member but a conference member must be a National Member Team to be considered for competition at a Regional and National level. Conferences may require an additional fee, and this fee has nothing to do with, and does not obligate the USQRA to provide services for conference teams that do not have National Member or Developmental Team



status.

### **Section 5 – Annual Dues**

- a. The Governing Board shall set membership dues.

### **Section 6 – Termination of Membership**

- a. Failure to pay dues or to comply with any of the requirements for membership or with the Constitution and Bylaws of the USQRA shall be considered cause for suspension of membership in the USQRA, as defined within the Bylaws. Member teams in violation of the terms of membership shall be given notice in writing by the Commissioner of the violation and shall be allowed 60 days after notice to cure the violation.

### **Section 7 – Reinstatement of Members**

- a. Any team, having had its membership in the USQRA terminated, may, after that termination is effective, re-apply for membership in the USQRA in the same manner a team would apply for initial membership. However, membership may not be granted to such terminated team until that team shows compliance with all the requirements for membership in good standing AND its membership is approved by a two-thirds vote of the Governing Board.

## **Article VI – ORGANIZATION**

### **Section 1 – Executive Committee**

- a. The establishment and the direction of the general policy of the Association, in the interim, between annual meetings, is committed to an Executive Committee, of five members and a Commissioner, and shall be elected at the annual meeting, as prescribed in this article.
- b. The Executive Committee shall be constituted as follows:
  - i. President
  - ii. First Vice President
  - iii. Second Vice President
  - iv. Secretary
  - v. Treasurer
- c. Any individual, regardless of race, gender or national origin and physical or intellectual disability may be eligible for office to the United States Quad Rugby Association.
- d. For the transaction of business, a quorum shall consist of a majority of the members of the Executive Committee. The Executive Committee shall meet as follows:



- i. Prior to the business sessions of the annual meeting.
  - ii. At such other times as the President may direct.
- e. The Executive Committee shall:
  - i. Transact the business and administer the affairs of the Association, in accordance with the policies of the Association.
  - ii. Require all income from membership dues, player registration fees and all income from other sources, except as may be provided in the Bylaws or Executive Regulations, to be deposited in the general treasury.
  - iii. Adopt a budget for the ensuing fiscal year prior to the end of any current fiscal year.
  - iv. Adopt regulations providing for:
    1. The expenditure of Association funds.
    2. Conduct of Association playoffs and tournaments.
    3. Distribution of the income of the Association.
  - v. Arrange for the bonding of the officers of the Association charged with handling funds.
  - vi. Provide for the various accounts and arrange for their auditing.
  - vii. Report its proceedings to the business session of the annual meeting.
  - viii. Reverse any decision made by the Commissioner, which it deems to be contrary to the best interests of the Association, or Quad Rugby, or which it deems to be contrary to the best interpretation of the Constitution, Bylaws, Rules and Regulations by a majority vote.
  - ix. Name a replacement for any vacancy on the Executive Committee to fulfill the obligations of that office until the next delegate meeting, when an individual is elected by the delegates to serve the remaining part of the term of the vacated office. Determine who shall serve as the representative(s) of the Association and the sport of Quad Rugby to any other organization in the work.
- f. Election of the Executive Committee
  - i. Each officer shall be elected for a term of two years.
  - ii. Team Representatives at the annual meeting of the Association shall elect the members of the Executive Committee.
    1. President - even years
    2. First Vice President - even years
    3. Second Vice President - odd years
    4. Secretary - even years
    5. Treasurer - odd years
    6. Commissioner - odd years
- g. Duties of officers:
  - i. **President**
    1. The President shall call and conduct meetings of the Association Governing Board and shall assign and supervise the duties of the other officers.
    2. The President shall act as the official representative of the USQRA and oversee the continuity of the Association's goals.



3. The President shall carry out the will of the USQRA as expressed by the official actions of the Governing Board.
4. The President shall send to all members of the Governing Board, at least two months prior to each meeting, an agenda of all business to be discussed at the annual meeting.
5. The President shall schedule discussions at the regularly scheduled meeting of all matters properly brought to his/her attention in accordance with the Constitution and the Bylaws.
- ii. **First Vice President**
  1. The First Vice President shall perform duties, as the President may elect.
- iii. **Second Vice President**
  1. The Second Vice President shall perform duties, as the President may elect.
- iv. **Secretary**
  1. The Secretary shall be responsible for keeping records of the meetings of the Association, and the Executive Committee, and reporting to the Association at each annual meeting, the minutes of the Association meetings of the preceding year. The minutes from the Annual General Meeting will be distributed to the member teams within 120 days.
- v. **Treasurer**
  1. The Treasurer shall ensure that all Association funds, except as otherwise provided in the Constitution and Bylaws, are deposited in the general fund, and held in a federally insured account.
  2. The Treasurer shall administer the expenditures of all funds intended for the support and participation of USQRA athletes, with the knowledge and express concurrence of the Commissioner.
  3. The Treasurer shall keep account of all funds, received and expended, and shall make his/her records available to any USQRA member who may wish to view them, or to make copies, or reproductions during regular business hours, shall arrange for bonding of officers charged with handling funds, and shall arrange for the auditing of all funds held by the USQRA.
  4. The Treasurer shall report the results of audits at annual meetings.

## **Section 2 – Commissioner**

- a. The Commissioner of the USQRA shall be an ex officio member of the Executive Committee. He shall have executive authority and be responsible to the Executive Committee only.
- b. The Commissioner of the USQRA shall:
  - i. Attend to the regular daily business of the USQRA, not specifically delegated to the President.
  - ii. Give approval for all expenditures of funds held by the Association.
  - iii. Supervise the conduct of competition between member teams of the USQRA.

- iv. Make and enforce decisions based upon interpretations of the Constitution, Bylaws, Rules and Regulations, of the USQRA.
  - v. The Commissioner shall make decisions on matters not covered by the Constitution, Rules and Bylaws of the USQRA and, in doing so, shall take into account past decisions, as precedent, whenever possible, and shall conform to that precedent, when possible.
  - vi. Whenever possible, review any matters not covered by the Constitution, Rules, and Bylaws with the Governing Board before rendering a decision.
  - vii. Arrange for the composition, publication and distribution of a newsletter, which will include official notices, items of business, up-to-date progress of teams and conferences, to leagues, officials, and other designated persons affiliated with the sport.
  - viii. Shall serve as a central officer for the collection, recording and distribution of administrative forms, proceedings, correspondence and other materials, which have not been specifically otherwise assigned.
  - ix. Shall submit an annual report to the Governing Board at its annual meeting. In the case of an urgent matter, requiring immediate action, normally requiring the approval of the voting members, the Commissioner may take such action providing:
    - 1. He/she has the assent of the Executive Committee.
    - 2. At a regular meeting of the Governing Board, he/she was given the authority to take action and he takes action only within the scope of the authority given, and
    - 3. Within one week after taking the emergency action he/she sends notification to all board members that he has taken the action and the reasons therefore.
- b. The Commissioner shall not also be a Team Representative from any team.
- c. After a duly held election, at which a new Commissioner is elected, the outgoing Commissioner shall act as an advisor to the new Commissioner and to the new Commissioner's staff, for a period of one year, but, shall do so only at the initiation of the new Commissioner.
- d. The Commissioner shall have the authority to appoint, upon recommendation from the Executive Committee, and/or voting members, an Assistant Commissioner for a specific region, who shall have duties specified by the Commissioner.
- e. Any decision resulting in an exchange valued at \$1000 or greater between the USQRA and other parties requires majority approval by the Executive Committee

### **Section 3 – Replacement of Vacancies**

- a. President's Office
- i. A special election is called by the Executive Committee; or by a special petition signed by two-thirds of the Team Representatives; or
  - ii. The date an election for President would normally be held; or
  - iii. His/her refusal or inability to perform the duties of the office.



- b. Commissioner's Office
  - i. Upon the vacancy of the Commissioner's office, the President shall assume the duties of Commissioner and shall serve in that capacity, until the earlier of conditions, specified in Article VI, Section 3(a) occurs.
- c. Other Elected Officials
  - i. The President shall appoint a qualified individual to assume the duties of the vacated position, until the earlier of conditions, specified in Article VI, Section 3(a) occurs.

#### **Section 4 – Removal from Office**

- a. Any elected official of the USQRA may be removed from office by a two-thirds majority vote of the votes cast by the voting members at a duly called and constituted meeting of the USQRA Governing Board, provided that at least 30 days notice of intentions has been given in writing to the member concerned. The officer concerned shall have the opportunity to be heard at this meeting prior to any decision being taken.

#### **Section 5 – Team Representatives**

- a. The Team Representative shall serve a one-year term. Each team participating in this Association shall, prior to the first Association meeting, elect one Team Representative to serve on the Association Governing Board. The Team Representative's name, address and telephone number shall be filed with the Office of the Commissioner, and any change in information must be filed within two weeks of the change.
- b. Duties of Team Representatives
  - i. Each Team Representative shall provide information to the Commissioner, concerning issues to be placed on the agenda for discussion at the regularly scheduled meetings of the Governing Board.
  - ii. Provide information to the Commissioner to aid in the supervision of the tournaments and other events.
  - iii. Represent his/her team's interests at board meetings.
  - iv. The Team Representative shall be:
    - 1. A team member of the team, he or she is representing, and is listed on the team roster of players, or
    - 2. A rostered staff member of the team, he or she represents.

#### **Section 6 – The Governing Board**

- a. The Governing Board shall consist of the Executive Committee, the Commissioner and a Team Representative from each member team.
- b. Function of the Governing Board
  - i. The Governing Board shall transact the business of the USQRA, establish the



goals of the Association, in accordance with its Constitution, Bylaws, Rules and Regulations, and charge the President with the responsibility for carrying out its directives.

- ii. The Governing Board shall require all income from membership dues and other sources to be deposited in the general fund.
  - iii. The Governing Board shall adopt a budget at its annual meeting for the following year.
  - iv. The Governing Board shall pass rules, regulations, resolutions and bylaws for the operation of the USQRA and for the conduct of the Association's activities.
  - v. The Governing Board shall, by a majority decision, reverse any decision made by the Commissioner, which it deems to be contrary to the Constitution, Bylaws or delegated authority of the Commissioner, and shall inform promptly any person or organization affected by that reversal.
  - vi. The Governing Board shall, as more member teams join the USQRA, establish a timetable for the formations of the Regions, and when necessary, other divisions, that will feed the teams into National competition.
  - vii. The Governing Board will handle nominations for Athlete of the Year and the Spirit of Achievement Award
- c. Membership Voting
- i. Membership voting shall consist of each USQRA team, having one vote at all Association meetings - the Team Representative shall exercise that vote. The President shall vote in the event of a tie.

### **Section 7 – Regional Assistant Commissioners (RACs)**

- a. The Commissioner, upon recommendation of Team Representatives, from the Region, shall appoint Assistant Commissioners. Duties of the Regional Assistant Commissioners (RACs) shall be defined in the Bylaws of the USQRA.

### **Section 8 – Special Committees**

- a. The Bylaws shall provide for such standing committees, as the USQRA may consider necessary, and may establish the number of members and tenure of all committees established by the Constitution and Bylaws.

### **Section 9 – Meetings**

- a. There shall be a minimum of one Association meeting, pertaining to each season played.
- b. The required meeting shall be held immediately prior to the National Tournament, with all business to be discussed, submitted by the Team Representatives, to the Commissioner at least three months prior to the date of the meeting.
- c. Additional meetings may be called:
  - i. By the President, with the written assent of a majority of the voting board members, or



- ii. By a petition signed by two-thirds of the voting board members.
- d. Voting on any issue at any meeting shall be accomplished, in person, through the Team Representative, or by his/her proxy, so designated in writing. Notice of designated proxies shall be addressed to the President. The President must receive notice of designated proxies, at least, one week prior to the date of the meeting

## **Article VII – BYLAWS, INTERPRETATIONS, EXECUTIVE REGULATIONS AND DEFINITIONS**

### **Section 1 – Bylaws and Resolution**

- a. Bylaws governing the more specific conduct of the USQRA, may be passed or repealed at any regular meeting, by a simple majority of the voting members. Bylaws are intended to be the long-term rules of conduct of the USQRA and its members.
- b. The Governing Board may approve Resolutions, in the same manner that Bylaws are passed. Resolutions shall:
  - i. Be of a temporary nature, and shall be given a termination date, period of effectiveness, or
  - ii. Be in the nature of an action taken for a single purpose, not expected to recur, but, requiring the action of the Board.
- c. Any Constitutional Provision takes precedence over any Bylaw or Resolution. Any Bylaw or Resolution, in conflict with a Constitutional Provision, is unenforceable. The Governing Board shall take precautions that it will make no Bylaw or Resolution, in conflict, with the Constitution.

### **Section 2 – Interpretations**

- a. Words will be given their commonly accepted meaning.
- b. In case of a conflict between two Bylaws, consideration shall be given to:
  - i. The earlier, in time of adoption, is assumed to precedence.
  - ii. A Bylaw that is more in keeping with the philosophy and mission of the USQRA takes precedence over one less in keeping.
  - iii. Intention, clearly shown in the minutes that the more recently enacted Bylaw was intended to supersede the older Bylaw confers precedence to the more recently enacted Bylaw.
- c. The President and/or Commissioner shall, in the case of conflicting Bylaws, make a determination of their proper interpretation in accordance with the foregoing rules of interpretation, and the matter shall be placed on the agenda for clarification by the board, at their next scheduled meeting.



### **Section 3 – Definitions**

- a. "Association" shall mean the United States Quad Rugby Association (USQRA).
- b. "Governing Board" shall mean a body composed of a Team Representative from each member team of the USQRA plus the Executive Committee and the Commissioner.
- c. "Member" shall be a team duly accepted as a member of the USQRA.
- d. "Player" shall mean a person, qualified under the Constitution and Bylaws to play in games of the USQRA, and listed on a member team's roster of players.
- e. "Team" shall mean a group of players, coaches, assistant coaches, managers, assistant managers, and others, as may be further defined in the Bylaws, who are organized for the purpose of playing Quad Rugby, under the Rules of the USQRA.
- f. "Voting Members" shall be those members of the Governing Board, who are authorized to vote, with regard to USQRA matters, and includes all Team Representatives and, in the case of a tie, the President. The remainder of the Executive Committee, and the Commissioner, do not have a vote.

## **Article VIII – AMENDMENTS**

### **Section 1 – Amendment Adoption Process**

- a. Any proposed Amendment to the Constitution must be available to all Governing Board Members, at least two months prior to the meeting, at which it will be voted on.
- b. Any Amendment, to become a part of this Constitution, shall be passed by a two-thirds majority of the Voting Board Members. It becomes effective immediately upon its passage, if not otherwise designated.
- c. This Constitution shall be effective, when approved by a two-thirds majority of the Voting Board.



## UNITED STATES QUAD RUGBY ASSOCIATION – BYLAWS AND INTERPRETATIONS

### Article I – MEMBERSHIP

#### Section 1 – Application for membership

- a. Teams seeking to become a member of the Association, shall make application in writing to the Commissioner, and shall accompany such application, with a check, for the effective annual dates.
- b. The Commissioner shall determine the applicant team's eligibility for membership in accordance with the Constitution and Bylaws of the USQRA.
- c. Submitted dues shall be promptly refunded to any applicant team not accepted for membership in the USQRA.
- d. Any new team made up of four or more players from a previous member team shall assume the financial responsibility of that team for any outstanding dues, fines or assessments.
- e. All National Member Teams shall host, at least, four registered games, prior to post-season tournaments, to be eligible for post-season play. This requirement shall be considered met, upon the granting of a team's bid to host a post-season tournament. Two teams, but no more, may combine their resources to meet their hosting requirements, provided that the total number of games hosted equals the sum of each team's individual hosting requirement.
  - i. The Commissioner may, upon consultation with the local RAC and at his/her discretion, waive this requirement for a team that has made a good faith attempt to meet its hosting requirement. A good faith attempt shall, at least, include, but not be limited to, contacting three other teams, two referees and two facilities at least 45 days prior to the proposed tournament.
  - ii. Teams are recommended to submit an itemized list of every goal scorer from their hosted games. This list shall include the player's name, and the total amount of goals scored at the tournament by each player, and shall be submitted within 14 days of the end of the tournament. All statistics will be provided to the USQRA commissioner and secretary
- f. A team may not disband and form a new team with more than two members from the preceding team, including the Coach. Otherwise, they may change their name at any time, but will not have new team status unless they meet the criteria set.
- g. Each team must participate in the Annual General Meeting (AGM), or is subject to a fine, up to \$200.00.
- h. All National Member Teams competing at the National Tournament must send a representative to the Annual General Meeting (AGM). Teams who do not comply will





forfeit their first game of the tournament. The Commissioner may waive this requirement if an unexpected circumstance prevents attendance.

## **Section 2 – Requirements of rostered players**

- a. Notice of team's intention to add, substitute or transfer a player, must be sent to the Commissioner's Office, by December 15, of the current season. Players may be added as members, after December 15, in order to receive benefits, but, will not be eligible to compete in sanctioned tournaments.
- b. No player may be listed on more than one National Member Team's roster.
- c. Each player will play two games before December 1, and an additional two games in another tournament which starts on or after December 1, and before February 15 or the beginning of post-season, whichever comes first. Post-season is defined as the beginning of Regional/Sectional play throughout the Association. All players must have played in two games with their rostered teams, except for extenuating circumstances, which may be brought before the Executive Committee.
- d. A player may request an exemption from the requirement to play two games prior to December 1, for medical reasons.
  - i. The player must submit a petition to the Commissioner including:
    1. A written statement from a licensed physician, explaining the circumstances of the illness/injury and how it will impact his/her ability to play rugby; and
    2. A letter from your team explaining his/her participation, in team events, up to the point, at which he/she is requesting an absence; and
    3. A phone number and likely times for the Commissioner to contact him/her, with follow-up questions.
  - ii. The request for an exemption must be submitted to the Commissioner and the Secretary prior to January 31.
  - iii. Should the Executive Committee later determine, by a two-thirds vote, that a player willfully falsified a request for a medical exemption, the player shall be suspended from membership in the USQRA for one season and the team shall be fined \$1,000.00.
- e. For purposes of determining the eligibility of a player to participate in Post-Season, an Official Game is defined as follows:
  - i. A player must play on his or her officially rostered USQRA team. A legal game shall be defined as play between two officially USQRA rostered teams. The game must consist of four eight minute quarters, must be officiated by at least two certified USQRA officials, must have a scorekeeper, and a penalty box keeper. Score sheets from the game must be submitted to the Secretary within fourteen days. The games must be with at least one other officially rostered USQRA team. Teams that have guest players will not be considered as legal games for the non-compliant team(s).





- ii. All National Member Teams shall host at least four registered games which all occur over a 5 or less consecutive day span prior to postseason tournaments to be eligible. This requirement shall be considered met upon the granting of a Team's bid to host a postseason tournament. Two teams, but no more, may combine their resources to meet their hosting requirements, provided that the total number of games hosted equals the sum of each team's individual hosting requirement.
- iii. The player must be present, in a legally measured playing chair and in legal uniform for the duration of the game. Team Representatives, for both teams, may be questioned by the Commissioner to, confirm official participation.
  - 1. A player does not have to physically check into the game, in order to officially play in a game.
- iv. Games played by teams with guest players shall not count toward that team's two-game requirement for post-season eligibility, nor benefit them in determining their post-season rankings.

### **Section 3 – Dues**

- a. Annual dues for membership shall be \$450.00 for National Member Teams and \$350.00 for Developing Member Teams. Dues will include the cost of regional classification panels, based on a pro rata portion of the actual cost of regional panels, the previous year and a good faith estimate by the classification committee of any additional expenses for the current year. The proposed amount shall be submitted to the Executive Committee by August 1, approved by the Board, and included in each team's dues bill.
- b. Membership dues and team rosters are to be submitted after September 1 of each year. Dues and rosters will be considered delinquent if not postmarked by September 30, and a fine of \$100.00 will be levied. This fine will be waived for new teams. Any team, whose registration fees and/or fines are not postmarked by November 1, will not be eligible for post-season. Failure to pay membership dues by December 15, shall result in the team's removal from membership in the USQRA.
- c. There will be a "Team Fee" of \$750.00, per international player, for every USQRA team that rosters an international player. \$500.00 of this fee will be used for clinic development and \$250.00 will be used for the general fund, at the discretion of the Executive Committee.
- d. Dues, fines and assessments, shall be sent to the office of the Treasurer.

## **Article II – ROSTERS**

### **Section 1 – Rosters**

- a. At the beginning of each season each member team shall present to the Commissioner, a roster of team players. The roster shall contain a minimum of four active players. Rosters may contain more than 15 players, but only 15 post-season



eligible players will be allowed to play post-season.

- b. All International Players must be rostered, on the initial team roster, by October 15.

## **Article III – PLAYER ELIGIBILITY**

### **Section 1 – Player Classification**

- a. All team players must be deemed eligible, according to the USQRA classification system. Consideration shall be given to the special needs and requirements of the sport of Quad Rugby.
- b. A player's regional and/or national classification will last for three years, after which time the player will be re-examined.
- c. A player older than 45 years old, may request an age adjustment reduction of 0.5 from the Commissioner
- d. Any player, under the age of 16, shall receive a half-point deduction, until they reach the age of 16.
- e. A player older than 65 years old, may request an age adjustment reduction of 0.5, in addition to the age adjustment for 45 years old, from the Commissioner

### **Section 2 – Player Team Registration**

- a. A player is registered as a member of a team, when he/she consents to having his/her name entered on the team's official roster.

### **Section 3 – Player Transfers**

- a. A transfer shall be defined as a player moving from a rostered team to another rostered team, in the current or previous year. Any player in the USQRA may transfer to another team, if they wish, However, if a player chooses to transfer, both the player, and the team, they transfer to, must agree to the following guidelines:
  - i. The proposed transfer must take place prior to October 1st of the upcoming rugby season.
  - ii. The transferring player must notify the Commissioner and Secretary's office in writing of the proposed transfer no later than October 1.
  - iii. A written resignation letter must be given to the current team's coach or representative by September 15th. Written copies of that resignation letter must also be sent to the Commissioner and Secretary's office, and be received no later than October 1.
  - iv. The transferring player must take up permanent residence within 150 miles of the city, in which the team they are transferring to, is located. The transferring player must maintain a permanent residence, as defined as the primary residence of the player. The primary residence of the player is defined as the

- domicile where the player is a legally registered voter and/or files as their residence in their federal income taxes.
- v. Furthermore, the transferring player must obtain, and maintain, a valid driver's license or State ID from the state, to which they are transferring.
  - vi. Players must also show proof of 4 of the 5 following forms of verification by October 1 to receive approval:
    - 1. Address of employment/school/disability check
    - 2. Vehicle registration
    - 3. Address on lease/utility bill/home
    - 4. Credit card or bank statement activity
    - 5. Driver's License
  - vii. Player without a team
    - 1. If there is no team, or a player is banned from playing with the team(s), within 150 miles of his/her permanent address, that player will be required to roster with one of the two next closest teams.
- b. Transfer Exception Rule
- i. If a player has legally rostered with a team for three seasons he or she may transfer to another team in the league, provided the following conditions are met by the transfer deadline.
    - 1. The player requests a transfer from his or her team.
    - 2. The team coach and team representative must agree they grant the transfer (the team can block the transfer if they choose)
    - 3. Documentation is provided in the same fashion that transfer requests are provided.
    - 4. Addresses of the athlete and the team locations are applied in a consistent fashion noted in the bylaws.

#### **Section 4 – Player Residence**

- a. Rosters shall not contain players whose residence and/or place of employment are more than 150 miles from the team's home city, unless:
- i. The Commissioner grants an exception, based on a request, filed by the player and the team for which he wishes to play; or
  - ii. At the time the player began to play, no member team existed less than 150 miles from the player's home city and/or place of employment. If a team is later formed, nearer, the player he/she has the option of rostering with either team.
  - iii. A team's home city shall be defined as the location of its primary practice facility as identified in its team registration.
  - iv. 150 miles shall be determined on a straight line between the main practice facility and the address of the affected player(s), or if none listed, the city center on stated team's registration to the address of affected player(s).
- b. With regards to development of one all United States Military Injured Veteran team, permanent suspension of the 150 mile rule
- i. As stated in the Code of Federal Regulations, Title 38, the definition of **Veteran** means:



1. a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable – As indicated by having a current Military ID
- ii. The term ***injured Veteran*** is not limited to just service connected injuries.
- iii. This rule does not allow for any other specialty team to be developed.
- iv. If a player registers with this injured Veteran team, they cannot register with any other USQRA team
- v. All other terms and conditions of USQRA apply.

### **Section 5 – Player Residence Protest**

- a. Any team or player may protest an individual player's residency, any time before the start of the post-season.
- b. Completed residency protest forms (available on the USQRA website and from the Commissioner), along with a \$50 check, made payable to the USQRA shall be sent to the Commissioner.
- c. The Executive Committee shall assemble the residency protest panel, which will include the Commissioner, the Second Vice President, and the Secretary.
- d. The residency protest panel will assess the residency status of the athlete, with evidence that is reasonably ascertainable and by examining the information provided by the protesting party - who shall remain anonymous.
- e. If the residency decision is in favor of the protesting party, the Executive Committee will refund the fee to the protesting party. If the residency decision is in favor of the protested player, the fee will be forwarded to the USQRA Treasurer. The protest panel shall review the protest and submit a determination within thirty (30) calendar days from the date the protest was submitted.
- f. The protest panel shall review the protest and submit a determination within thirty (30) calendar days from the date the protest was submitted.
- g. If the residency decision is in favor of the protesting party, that player will no longer be eligible to play for that team for the duration of that season/post-season. The player will have to meet requirements of maintained permanent/primary residency as indicated by federal income taxes and/or state voter registration. The burden of proof is on the individual attempting to be reinstated to demonstrate maintained residency as previously defined.

### **Section 6 – Player Participation Notice**

- a. All tournaments will be hosted (or co-hosted) by a USQRA Member Team(s). The tournament host will be responsible for submitting score sheets to the USQRA Secretary and Commissioner, within fourteen (14) days of play, and posting individual game score sheets, and final standings electronically on the USQRA website or other approved site. These score sheets and standings will be used for



proving that players and teams have met their game and hosting requirements, as well as seeding purposes. Those host teams, not meeting these tournament result submission requirements, within the fourteen-day timeframe, will have their membership privileges suspended until compliant.

### **Section 7 – Definition of an International Player**

- a. An international player/coach shall be defined as:
  - i. Any player/coach, that is rostered on an international club team and is a resident of that country, or
  - ii. Any player/coach that is currently or has ever played on an international “national” team within the last 2 years, or
  - iii. Any player/coach that maintains a residence and passport from the same international country, or
  - iv. Any player/coach that resides in another country for more than 146 days in a calendar year.

## **Article IV – USQRA CLASSIFICATION BOARD**

### **Section 1 – Purpose and Function of USQRA Classification Board**

- a. The USQRA Classification Board duties consist of: evaluating players, using current classification systems, rules, and proposing improvements/clarifications of systems, which are sport-specific.
- b. The USQRA Classification Board shall assist with any protest of a player’s classification according to classification protest procedures.
- c. Classification Board responsibilities:
  - i. The Classification Board reserves the right to review a player at any time. Should it be determined that an error has been made in a player’s class; the player will be assigned a new class, which is effective immediately.
  - ii. To develop a training and certification process, so that persons can become certified USQRA classifiers. This will include didactic materials, classification experience with a mentor, skills observation, testing, and a written test.
  - iii. To provide a panel of three certified classifiers for each regional competition, one classifier must be a level 4.
- d. During tournament play, decisions can be made by the Head Classifier and Executive Committee Member, regarding classification issues or problems.
- e. Regional representatives of the Classification Board will inform all current classifiers in their region, of changes in classification procedures in a timely manner.

### **Section 2 – Composition of the Classification Board**

- a. The USQRA Classification Board shall be composed of a Chairperson, and one



member from each region.

- b. Members will be individuals, who are certified classifiers
  - i. The term of the Chairperson shall be limited to 4 years.
  - ii. The regional representatives to the Classification Board will select a player from each region to serve as a Player Classification Board Member (PCB), in an advisory capacity. These individuals may be involved in the neuromuscular/functional testing process of classification, utilized for their expertise in situations, such as protests development and evaluation of new systems.
    - 1. Knowledge of classification system through attendance in workshops, as well as, local national and international classification.
    - 2. Player must be diplomatic.
    - 3. Player should be able to explain the classification system, in terms understandable to the players.
    - 4. Player should be able to keep information received at classification, confidential.
    - 5. Player should have trust in the chosen PCB.
    - 6. These individuals may be present during the neuromuscular functional testing process of classification, utilized for their expertise in situations, such as, protests development and evaluation of new systems.
    - 7. The PCB will serve in an advisory capacity, but, whose vote shall not enter into the actual determination of the player's classification.
    - 8. During events, the PCB members will be involved in classification meetings, but will not be a voting member of these meetings.

## **Article V – POST-SEASON COMPETITION**

### **Section 1 – Playoff Tournaments**

- a. All national member teams, in good standing, shall be eligible to enter into qualification for the National Championship governed by the USQRA
- b. Late-Season USQRA Top 24 will be set no later than February 15th of each season OR no less than 30 days prior to the first scheduled playoff tournament, and will directly correlate to playoff seeds.

### **Section 2 – Automatic qualification**

- a. The top 8 teams, according to the Late-Season USQRA Top 24, will receive an automatic bid to compete at Nationals

### **Section 3 – Structure of Playoff Tournaments**

- a. The playoff tournament hosts will be split geographically (East & West, centrally located team hosts can fill the need for either)



- b. The remaining 16 teams, ranked 9-24, according to the Late Season USQRA Top 24, will be invited to compete in the two playoff tournaments. The USQRA Competition Committee will offer the top 8 teams the choice of which Playoff Tournament they would like to compete. From the remaining 16 teams, the USQRA Competition Committee will select who attends each tournament based on rank and geography.
- c. A pool play and crossover format will be followed. Teams will play no more than two games in one day unless every participating team from the region agrees to play a two-day format, with three games maximum in one day. No team shall play games back-to-back
- d. When a seven or eight team tournament is needed for playoffs and pool play is used, the crossovers will be in two stages. Second place of each pool will play the third place of the other pool and first place will play fourth place of the opposite pool. The winners and losers will then play in the crossover again with losers of the second/third match playing the losers of the first/fourth match, and winners of the second/third match will play the winners of the first/fourth match. The final games will determine the tournament final standings.
- e. The top 4 placing teams from each playoff tournament will advance to Nationals.
- f. Teams ranked 9-24 will receive an invitation to compete in a playoff tournament. They must commit by a determined deadline. If a team declines, then the next highest team will be invited until 24 spots are filled or no additional teams remain.
- g. If a playoff host team is ranked in the top 8 (therefore qualifying for an automatic bid to Nationals), they may elect to move to position 9 in order to compete in their playoff tournament. At that time, the 9<sup>th</sup> ranked team will move into the top 8, occupying the spot vacated by the host team, earning an automatic bid to Nationals. . If that team declines, the invite would pass to the next highest ranking team until the spot is filled. If a playoff host team is among the teams listed as playoff qualified (i.e. 9-24) they will play in their own tournament, regardless of their position in the rankings. .
- h. The remaining teams will choose their location in the order of their ranking (9 – 24). Once one of the tournaments has filled all 8 of its spots, the teams who have not chosen will be assigned to the other tournament location.

#### **Section 4 – Seeding**

- a. The seeding of teams, advancing to Nationals, shall be determined by the Competition Committee, which includes the Committee Chair, the Commissioner and the RACs ,and be based upon rules, established by the USQRA. Final seedings will be set twenty days prior to the start of Nationals, subject to approval by the Executive Committee. Seeds 1-8 will advance to Division I, and seeds 9-16 will advance to Division II for National Championship

#### **Section 5 – Schedule Changes**



- a. Any schedule change, to accommodate a team in the post-season, must be approved by the Host Team, RAC and the Commissioner. If approved, the team involved, will pay a \$200.00 fee to be divided by the Association and the Host.

### **Section 6 – Withdrawal from Participation**

- a. Any team that withdraws after January 15 will have their membership revoked and be charged a \$500.00 fee to reinstate their membership and privileges. They will also be held responsible for any out of pocket expenses incurred by the USQRA and the post-season hosts from their withdrawal. This penalized amount is not to exceed \$2500.00 and must be paid by the end of registration.

### **Section 7 – National Trophy**

- a. One trophy will be passed on to the National Team Champion, each year.
- b. The National Championship Tournament Host will provide another trophy that will be kept by the annual National Champion.

### **Section 8 – Post-season Tournament Bids**

- a. Member teams, or interested parties, may submit a bid to host a post-season tournament, to the Second Vice President and Commissioner, prior to October 1.
- b. Any tournament where the Executive Board did not receive an acceptable bid will then be assigned to member teams. Primary consideration for assigning post-season tournaments will be the length of time since that member team hosted a post-season tournament.
- c. If a Nationals host has been selected, they may note, at the time of selection, that they represent or are in partnership with a local team, which must be housed within 100 miles of the proposed Nationals site. If that team qualifies for Nationals, then, the structure for Nationals will remain unmodified. If that team attempts to qualify through traditional post-season mechanisms, and fails, the host site team will be included in a play-in game, with the 16th seeded team, which qualifies for Nationals. Whichever team wins, will be included as the 8th team for Division II.
- d. Host teams for post-season tournaments may charge a \$250.00 fee to each team attending the tournament.

## **Article VI – COMMITTEES**

### **Section 1 – General Committees**

- a. Each committee shall consist of a chairperson and one member from each region. Each committee may form subcommittees, which may include more members.



**b. Existing USQRA Committees:**

- i. Fundraising Committee
- ii. Hall of Fame Committee
- iii. International Development Committee
- iv. Nominations Committee
- v. Officials Committee
- vi. Player Classification - same as USQRA-PCB Rules Committee
- vii. Wheelchair Specification Committee
- viii. Competition Committee

**Section 2 – Committee Structure**

- a. The members of the above committees shall be appointed by the President, in consultation with the Commissioner and shall have approval of the Executive Committee. The President shall designate one member as Chairperson.
  - i. Each Chairperson is authorized to recommend to the Executive Committee that a member is not discharging his/her duties, properly. The Executive Committee shall have authority to remove, by majority vote, such member, and appoint a replacement, for the remainder of the term.
  - ii. Each committee shall consist of five members, of which there must be at least one member, from each region. Each committee may form subcommittees, which may include more members.
    1. Committee members will be appointed every two years, in even years.
    2. Members of the Executive Committee and the Commissioner, should not be members of a committee, if at all possible.

**Section 3 – Committee Descriptions**

**a. Fundraising Committee**

- i. The Fundraising Committee shall report to the Executive Committee, and shall be responsible for inviting individual and corporate support.

**b. Hall of Fame Committee**

- i. The Hall of Fame Committee shall report to the Executive Committee, and be responsible for maintaining the institution of the Hall of Fame.
- ii. The Hall of Fame Committee proposes guidelines for selection to the Hall of Fame.
- iii. The Hall of Fame committee shall appoint a chairperson. That appointee shall have served as a Hall of Fame member for a minimum of three years prior to appointment. This process will take place once every four years beginning in 2018.
- iv. The Executive Committee will vote for inductees, into the Hall of Fame. Inductees will become voting members and the Executive Committee members will be grandfathered out.
- v. The deadline date for nominations to the Hall of Fame is October 31.
- vi. The Hall of Fame Chairperson is authorized to collect any Quad Rugby

memorabilia.

- vii. The Board of Directors will handle nominations for the Spirit of Achievement Award.

**c. International Development Committee**

- i. The International Development Committee shall be responsible for promoting the USQRA and the sport of Quad Rugby, outside of the United States.
- ii. Selection of US teams – the IDC shall make recommendations for potential members of US teams, and the IDC, the Executive Committee, the Commissioner, and the coach of the specific team will select the team.
- iii. Selection of coaches – the IDC shall make recommendations for potential coaches. The Executive Committee, along with the Commissioner, will make the final selection. The Head Coach, with the approval of the Executive Committee, will choose the Assistant Coach.
- iv. No candidate for the coaching position shall be a member of the IDC coaches' selection committee.

**d. Nominations Committee**

- i. The Nominations Committee shall present, annually, a list of candidates to the President of the USQRA, for vacancies on the Executive Committee or the Office of the Commissioner.
- ii. Nominations shall be received from the membership, any time prior to December 15, of each year.
- iii. The names of the candidates selected shall be published in the USQRA newsletter, six weeks prior to the annual meeting.

**e. Officials Committee**

- i. The Officials Committee shall be responsible for development of qualified officials, training manuals, case books and certification of officials at both a Regional and a National level.

**f. Rules Committee**

- i. The Rules Committee shall invite and review proposed modifications, deletions or additions to the USQRA Rules. The Rules Committee shall have the authority to implement any such modifications, deletions or additions subject to the approval of the membership of the USQRA, at its annual meeting.
- ii. All proposals for changes in the Rules shall be presented, in writing, to the membership of the USQRA, prior to March 15 of each year.
- iii. All IWRF Rules and Classification changes, will be voted on a yearly basis by the membership.

**g. Wheelchair Specification Committee**

- i. The Wheelchair Specification Committee will be a standing committee responsible for reviewing all rules regarding the rugby wheelchair. The committee will also be responsible for approving or disapproving changes to the standard chair.



**h. Competition Committee**

- i. The Competition Committee shall consist of the Chairperson, USQRA Commissioner and Regional Assistant Commissioner(s).
- ii. The Competition Committee shall be responsible to develop and present Sectional and National playoff structure to the Association by November 15; and
- iii. Seed representative teams on a Sectional and National level on a biannual basis; and
- iv. Monitor the designation of DI and DII level teams, in relation to post-season play; and
- v. Monitor and Approve/Decline post-season transfer requests; and
- vi. Will be under the governance of the Executive Committee.

**i. Awards Committee**

- i. The Awards Committee shall be a standing committee that handles the postseason athlete awards for the USQRA. The following rules shall serve as the procedures for the Division I and II League Low Pointer, Mid Pointer and High Pointer of the Year Award.
- ii. The Low Pointer of the Year winner shall have an original sport class between 0.5 and 1.0.
- iii. The Mid Pointer of the Year winner shall have an original sport class between 1.5 and 2.5.
- iv. The High Pointer of the Year winner shall have an original sport class between 3.0 and 3.5.
- v. Award Procedures
  1. This award shall be given out during the USQRA National Championship Tournament.
  2. Players eligible for this award must be in good standing as to all other USQRA bylaws and regulations.
  3. Voting structure of award
    - a. By February 15th, a list of ten nominees for each award shall be generated by the Awards Committee. This list shall be generated from the committee itself, from inputs from athletes and coaches in the Association, and other interested parties.
    - b. The Committee shall strive for the list to best reflect the contributions of the Association and its members in equal standing with the committee's opinions
    - c. Players may receive multiple nominations for this award.
    - d. If a member of the Awards Committee is nominated, they shall recuse themselves from the committee for the award process for this award.
    - e. This list of ten names will be made publicly available.

- f. One ballot shall be distributed to each team representative for teams ranked #1-#8 according to the Late Season USQRA Top 30 for voting on the Division I awards. One ballot shall be distributed to each team representative for teams ranked #9-#24 according to the Late Season USQRA Top 30 for voting on the Division II awards.
- g. Representatives shall rank the players, 1-10, and submit it back to the Awards Committee no later than February 28th.
- h. Players receive ten points for a 1st place vote, 9 points for a 2nd place vote, and so on, all the way down to 1 point for a 10th place vote. The winner shall be the player with the most total points.
- i. In the event of a tie, the player with the most first place votes shall be declared the winner. If there is a tie in 1st place votes, the player with the most 2nd place votes shall be declared the winner. This process will continue down to 10th place. If players remain tied after this process, the winner shall be decided by a coin flip.
- j. The Awards Committee shall secretly count the ballots, and keep the name of the award winner secret until it is announced at the national tournament.
- k. After the award is announced, the Awards Committee shall release a list of the top 5 athletes who received votes.

## **Article VII – REGIONAL ASSISTANT COMMISSIONER (RAC)**

### **Section 1 – Definition**

- a. RACs are officially recognized officers, within the structure of the USQRA and each RAC represents an extension of the Office of the Commissioner.

### **Section 2 – Role of the Regional Assistant Commissioner**

- a. The RAC serves, primarily, in an advisory capacity, to the region. The RAC has no authority, in the normal affairs of the region, except those given to him/her by the Commissioner to effect the carrying out of USQRA policies and procedures.

### **Section 3 – Duties and Responsibilities of the Regional Assistant Commissioner**

- a. The Executive Committee and the Commissioner shall determine the duties and responsibilities of the RAC.



## Article VIII – Fundraising, Marketing and Development

### Section 1 – Role of the Executive Committee – Promotion of Quad Rugby

- a. Pursuant to its powers to transact the business and administer the affairs of the Association, the Executive Committee shall actively participate in any project that involves Regional, National or International marketing, fundraising or development of the sport of Quad Rugby. The Executive Committee shall conduct business on behalf of the member teams and rostered players to the extent that they are involved in Quad Rugby or related activities, except that such power shall not extend over individual rostered players where the business is only tangentially related to Quad Rugby. The Executive Committee shall report on any such business at the annual meeting and at the request of any member team.

### Section 2 – Staff Positions

- a. The Executive Committee may appoint and elect staff members to serve in roles to directly benefit the USQRA, as a whole, fulfilling specific duties and requirements, not detailed in the Constitution and/or Bylaws, or to duties the Executive Committee seems fit; and
  - i. The staff position appointee may be proposed by any member of the Executive Committee, and must be confirmed, by simple majority vote, of the Executive Committee; and
  - ii. The staff position appointments should last for one (1) calendar year from the date of confirmation, and must be renewed each year, following by a simple majority vote of the Executive Committee; and
  - iii. The staff position appointee should meet necessary requirements of the staff position, as agreed upon and declared by the President and First Vice President; and
  - iv. The staff member can be removed by a 2/3 vote of the Executive Committee, providing evidence is shown for the reason of removal; and
  - v. New staff positions must be declared, and follow the typical constitutional amendment procedure, and shall be approved with a simple majority of the voting membership; and
  - vi. The Executive Committee shall establish compensation structures and compensations, if any, for each individual staff position.
- b. Staff Positions and Roles
  - i. **Fundraising Specialist Description:**
    1. A Fundraising Specialist shall be appointed to seek funds for the USQRA; and
    2. Shall coordinate with the USQRA Treasurer, and be accountable to create and maintain documents, detailing all fundraising activities; and
    3. May serve as an official “internship” position; and
    4. May opt to not receive compensation, if they so choose. This compensation may not take the form of commission-based pay.
  - ii. **Public Relations Specialist Description:**



1. The Public Relations Specialist shall be appointed to maintain the growth and public awareness of the USQRA, and the sport; and
2. Maintain the public-facing front of the organization, with the goal of enriching the organization's position, within the public eye; and
3. Create marketing and promotional materials, both print and electronic; and
4. Copyedit, proofread, and revise communications; and
5. Develop marketing and communications campaigns; and
6. Conduct extensive media outreach.

## **Article IX – AMENDMENTS TO BYLAWS**

### **Section 1 – Creation and Amendment of Bylaws**

- a. These Bylaws may be amended at any annual meeting by a majority vote of the Team Representatives, present and voting. Any member, in good standing, may submit a proposed amendment, in writing, to the Secretary of the USQRA by March 1<sup>st</sup>, preceding the annual meeting.
- b. The proposed amendment shall be mailed to all members no later than March 15.
- c. The Executive Committee may propose amendments to amendments, at the time of the annual meeting, without the procedural requirement, provided that in each instance, the proposed amendment to an amendment has been approved by a majority vote of the Executive Committee, and copies are distributed before, or during the business session.
- d. Unless otherwise specified, all amendments shall become effective on the first day of July, following adoption, at the annual meeting.

## **Article X – APPEALS PROCESS**

### **Section 1 – Definition of the Appeals Process**

- a. An appeal may be lodged concerning residency protest decisions or board or commissioner decisions that; deviate from the Constitution and Bylaws, or break from previous precedents, or is a decision contrary to the best interests of the Association. An appeal may also be lodged when a player wishes to be become reinstated.
- b. An appeal may be presented to the Board, via a written request to the President.
- c. The Board will provide a written response to the appealing party within 30 calendar days of receipt of the appeal.
- d. During consideration of the appeal, the Board of Directors will be able to request additional information from the appealing party that is deemed to be a reasonable



request in their investigatory efforts.

- e. The Board will determine the outcome of the appeal by a simple majority vote.
- f. The determination of an appeal by the Board cannot be appealed.