

# United States Air Hockey Association Constitution

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## **SECTION I. Duties, Goals and Purposes of the USAA Board**

- A. To promote competitive amateur and professional air hockey and to ensure its stability and growth as a sport.
- B. To sanction and govern over Air Hockey competition in America and abroad.
- C. To preserve and adapt the officially sanctioned Rules and Procedures of Air Hockey.
- D. To publish player rankings and record, preserve, and collect records and memorabilia for the purpose of maintaining the history of the sport.
- E. To represent player's views and ideal regarding the advancement and evolution of the sport.
- F. To seek sponsorships in order to facilitate the growth of the sport.
- G. To sanction and govern national-level tournaments and provide at least one national-level tournament per year.
- H. To solve player grievances dealing with Air Hockey competitions, events, and/or issues.

## **SECTION II. Membership**

- A. Senior Members
  - 1. Rights and Privileges
    - a. May seek and hold official offices.
    - b. May write and hold special voting proxies.
    - c. May serve as committee chairpersons.
    - d. All the rights and privileges granted to Associate members.
  - 2. Requirements and Qualifications
    - a. Attended at least 8 national-level tournaments.
    - b. Attended at least 2 out-of-state national-level tournaments.
    - c. Attended at least 1 of the last 2 national-level tournaments.
    - d. Attended at least 1 USAA board meeting during the last year, or attended at least 1 of the last 3 scheduled USAA board meetings.
    - e. Held Associate member status during last two (2) years.
  - 3. Associate members who meet Senior member qualifications may petition the board (in person or in writing) to become Senior members. A 3/4 vote of Senior members is required to deny this petition.
  - 4. Associate members who do not meet Senior member qualiications may petition the board (in person or in writing) to become Senior members. A 4/5 vote of Senior members is required to accept this petition.
  - 5. Senior members who fail to maintain Senior member qualifications (c and d) are dropped to Associate member status. They may not be lowered in membership again for the next year without a unanimous

vote of voting members. A 4/5 vote of voting members is required to prevent the initial lowering of membership status.

B. Associate Members

1. Rights and Privileges

- a. Voting rights for all proposals whether constitutional, procedural, rules or otherwise.
- b. Voting rights for committee elections.
- c. All the rights and privileges granted to Affiliate members.

2. Requirements and Qualifications

- a. Attended a cumulative total of at least 6 national-level or out-of-state regional-level tournaments.
- b. At least 1 of these above (a) tournaments must be an out-of-state, and 2 must be national-level.
- c. Attended at least 1 of the last 3 national-level tournaments, or at least 2 of the last 4 regional-level tournaments.
- d. Attended at least 1 USAA board meeting during the last year, or attended at least 1 of the last 3 scheduled USAA board meetings.
- e. Held Affiliate membership status during the last two (2) years.

3. Affiliate members who meet Associate member qualifications may petition the board (in person or in writing) to become Associate members. A 3/4 vote of voting members is required to deny this petition.

4. Affiliate members who do not meet Associate member qualifications may petition the board (in person or in writing) to become Associate members. A 4/5 vote of voting members is required to accept this petition.

5. Associate members who fail to maintain Associate member qualifications (c and d) are dropped to Affiliate member status. They may not be lowered in membership again for the next year without a unanimous vote of voting members. A 4/5 vote of voting members is required to prevent the initial lowering of membership status.

C. Affiliate Members

1. Rights and Privileges

- a. Voting rights for general elections.
- b. May write and hold general election proxies.
- c. May serve on committees.
- d. May make and second motions/proposals and be recognized at USAA board meetings.

2. Requirements and Qualifications

- a. Attended a cumulative total of at least 2 regional-level tournaments.
  - b. Attended at least 1 USAA board meeting during the last year, or attended at least 1 of the last 3 scheduled USAA board meetings.
  3. Individuals who meet Affiliate member qualifications may petition the board (in person or in writing) to become Affiliate members. A 3/4 vote of voting members is required to deny this petition.
  4. Individuals who do not meet Affiliate member qualifications may petition the board (in person or in writing) to become Affiliate members. A 4/5 vote of voting members is required to accept this petition.
  5. Affiliate members who fail to maintain Affiliate member qualifications (b) lose membership status. A 4/5 vote of voting members is required to prevent the loss of membership status.
- D. Guests
1. Non-members may attend USAA board meetings upon approval of the acting-President.
  2. A recognized voting member may yield the floor to a guest. The acting-President may remove this right if he/she feels the need.

### **SECTION III. Official Offices**

- A. General Elections
1. A general election for official offices shall be held at the first scheduled meeting taking place after August of the second year of the current term of office. Newly elected officials shall begin their term on the first day of the following year with the term of office being 2 calendar years. If the general election does not take place until the year following their second year of office, then newly elected officials begin their term immediately and the length of their term is shortened, equal to the amount of time from January 1st of the current year until the general elections.
  2. The general election shall take place at the start of the meeting, following the membership update.
  3. Elections for each office will be held one at a time, beginning with the President. Nominations for the position will be accepted by any member. nominations must be seconded, and a nominee has the right to decline a nomination.
  4. In any general USAA election, if no candidate receives greater than 50% of votes cast there will be a run off election between the 2 candidates receiving the highest number of votes.

- B. President - The President shall function and serve as the mouthpiece, intermediary, spokesperson and representative of the USAA board. The President's duties and responsibilities are as follows:
1. In charge of execution of daily affairs of the association necessary for its effective on-going operations that are not overseen by committees.
  2. In charge of overseeing and recording the flow of treasury funds. Also, he/she may allocate petty cash disbursements less than \$150.
  3. He/she rules on the admissibility of proxies. His/her decision is final barring a 3/4 vote of Senior members, not including the President, to overturn.
  4. Has the right to order a discussion closed even if a motion to end discussion is not passed. This decision may be overturned by a majority vote of voting members.
  5. Has the right to order a meeting closed even if a motion to end a meeting is not passed. This decision may be overturned by a majority vote of voting members.
  6. In charge of scheduling meetings and calling special or emergency meetings, and giving notice to all members in the event of any meeting.
  7. In charge of seeing that pre-meeting agenda's are written and sent out to all members at least one week before a scheduled meeting.
  8. Declare up to 4 Electronic Voting Periods (EVPs) per year. (See Section VIII.F)
- C. Vice-President - The Vice-President's duties and responsibilities are as follows:
1. He/she will function as the President at a meeting in the event the President is absent. He/she will serve as the President in the event of the President's inability to serve. He/she then has all the rights and duties bestowed upon the President.
  2. In charge of keeping independent records of treasury funds.
  3. Should help and assist the President and Secretary/Historian to accomplish their tasks and duties.
  4. In charge of overseeing and keeping up to date the progress of committees.
- D. Secretary/Historian - The Secretary/Historian's duties and responsibilities are as follows:
1. Will function as acting-President at a meeting in the event that the President and Vice-President are absent. Will serve as the President in the event of the President's and Vice-President's absence or inability to serve. He/she then has all the rights and duties bestowed upon the President.

2. In charge of seeing that the association keeps an up-to-date mailing list and membership role on each of its members.
  3. In charge of seeing that the association keeps an up-to-date personal file for media purposes for each player the association ranks "Professional" or higher.
  4. In charge of seeing that the minutes of each meeting are recorded and sent out to members in a timely fashion.
- E. Treasurer
1. Will function as acting-President at a meeting in the event that the President, Vice-President and Secretary/Historian are absent. Will serve as the President in the event of the President's, Vice-President's, or Secretary/Historian absence or inability to serve. He/she then has all the rights and duties bestowed upon the President.
  2. In charge of overseeing the collection of all USAA dues
  3. In charge of maintaining a USAA treasury for all collected funds, and maintaining detailed financial record showing all funds collected and activity with those funds.
- F. Special Elections
1. USAA Officer Replacement. In the event of a vacancy of any elected position on the USAA Board of Directors, the highest-ranking officer serving on the board will call a special election within 2 weeks of the date of vacancy. All board members must be notified by telephone, email, or mail not less than one week before the special election. All qualified members will be given opportunity to run for the position.

#### **SECTION IV. Committees**

- A. Committees may be created by the board to handle and govern the day-to-day operation of specified USAA functions and/or departments. The USAA board retains final jurisdiction on all matters and decisions whether or not they are sub-governed by committees.
- B. A committee's purpose and jurisdiction is established upon its creation by the board. A new committee, and its purpose and jurisdiction, is created by a 3/4 vote of voting members. A majority vote of voting members is required to dissolve a committee.
- C. A committee shall have 3, 5 or 7 members, and all committee members must be board members. Committee procedures, rules, and make-up may be established by the committee itself. Each committee will have an elected chairperson, who must be an Associate or Senior member. No member may serve as chairperson on more than 2 committees. Any member may be on as many committees as he/she is elected.

- D. Committee elections shall be held for standing committees upon the request of a majority vote of voting members. Committee elections may not be held more than once a year, except for elections of a newly created committee.
- E. A committee must conform to and enforce all the USAA constitutional and procedural codes, as well as, rules of play. However, a committee may be given clearance to alter these codes and rules for their own purposes by either the board specifying the committee's lee-way upon their creation or with subsequent board approval, both requiring a 3/4 vote of voting members.
- F. The formation of a committee, the creation of its purposes, and the defining of its jurisdiction are constitutional functions. However, the committee itself, its rules and its goals should not be included in constitutional discussions, nor is a committee considered a constitutional entity.

#### **SECTION V. Meeting Procedures**

- A. A quorum necessary for the transaction of business at a scheduled USAA board meeting shall consist of at least 3 voting members, one of which must be a Senior member. A quorum necessary for the transaction of business at a special USAA board meeting shall consist of at least 5 voting members, two of which must be Senior members. If a member leaving a meeting prior to its conclusion would result in the lack of attendance necessary to constitute a quorum, then the remaining members will constitute a quorum until the meeting's conclusion.
- B. Special voting proxies must list a specific motion on which the absent member wishes to vote, and his/her distinct affirmation or disagreement with that issue. The motion with which the special proxy deal should be a reasonable copy of the motion which was listed on the pre-meeting agenda and made available to all members. The acting-President will rule on the interpretation of the special proxy.
- C. All proxies must be presented upon arrival of the proxy holder or at the start of the meeting to be valid. Proxies will be ruled on admissibility and announced as soon as they are presented. Rulings on interpretation may be made later, when the issue comes up and specific motions are made. A Senior member leaving a meeting before its conclusion may write valid proxy votes and present them to the acting-President before his/her departure.
- D. Members joining the meeting remotely by electronic means, such as teleconference, video conferencing, etc can vote in general elections and items posted prior to the official USAA meeting in the planned meeting agenda.

#### **SECTION VI. Voting Procedures**

- A. Any portion of the Constitution and By-laws may be changed, amended or added to upon the approval of 3/4 vote of voting members.
- B. Rule of Play and Procedures may be changed, amended or added to upon a 2/3 vote of voting members.
- C. Motions to close discussion, if "recognized" and seconded, require a 2/3 vote of voting members.
- D. Motions to end a meeting, if "recognized" and seconded, require a 2/3 vote of voting members.
- E. Classification of an individual to the rating of "Professional" requires a 2/3 vote of voting members.
- F. Proxy votes, whether by special proxy or general election proxy, carry one vote.

#### **SECTION VII. Membership Dues**

- A. Membership Dues for USAA board members: annual dues \$25
- B. Application fees for USAA board membership (Application fees are due whenever an individual petitions to upgrade his or her membership status).
  - 1. Petition to affiliate status: \$0
  - 2. Petition to a voting member status (associate or senior): \$0
- C. Application fee includes the first year of dues for new affiliate members only. Other application fees are in addition to yearly dues. All monies collected from dues will be under the control of the USAA board of directors.
- D. Dues will be paid no later than the first board meeting, or first national-level event each year, whichever comes first. Board members not paying dues are considered absent from all meetings, have no vote, and gain no time towards status until they pay all outstanding dues.
- E. Tournament promoters will be charged an additional amount for USAA sanctioning for national-level events. This additional fee is a flat fee of \$300 total for the event series, which will go to the USAA Treasury.
- F. The USAA Treasurer will be required to provide a detailed financial report at each USAA board meeting showing all funds collected and activity with those funds.
- G. The penalty for unapproved use or loss of USAA funds will be decided by the USAA board on a case by case basis.

#### **SECTION VIII. Miscellaneous**

- A. Voting member refers to Senior and Associate members.
- B. National-level tournament refers to the Nationals or Internationals. Regional-level tournament refers to sanctioned events by the USAA that are given the regional-level classification by a majority vote of Senior members.

Out-of-state refers to an event in which a player in question had to cross his/her residential state in order to attend.

C. Attendance

1. Any member or non-member who is present in the immediate environment where a USAA board meeting is being conducted for the lesser of more than 50% or three hours of the total in-session meeting time will automatically receive membership status credit towards attendance at a USAA board of directors meeting.
2. Any person or member who does not participate in the lesser of 3 hours or more than 50% of the total in-session meeting time may apply to the board for consideration for attendance.
  - a. A vote of 50.1% or greater in favor of the request for attendance is required to grant Attendance to the requesting individual.
  - b. It is the responsibility of the requesting individual to provide evidence of participation to the USAA board.
  - c. All official records, including meeting minutes for the meeting in question will be made available to the requesting individual.
3. In the event of the USAA Board meeting being held during the week prior to Nationals the following rule will apply. All USAA Board members present during the membership portion of the meeting will receive attendance credit for the meeting counting towards their qualifications. At the end of the meeting they must meet the qualifications as set forth in Section VII, C rule 1 and 2. Failure to meet these rules will result in no attendance credit for the meeting, and any status gained as a result of this credit being revoked.

D. "Recognized" refers to the fact that the meeting chairperson (appointed by the acting-President) may choose not to allow a motion to end discussion or a motion to end meeting to be voted upon. The acting-President may overrule this decision, and any decision of this may be overruled by a 4/5 vote of Senior members.

E. Acting-President refers to the highest ranking officer at a meeting, who may be appointed by a majority vote of Senior members present, if no officers are present.

F. Meeting

1. A "meeting" of the USAA board of directors shall be defined as an in-person formal gathering of board members in which business is being conducted in accordance with the bylaws and all other official organizational documentation.

2. A "scheduled meeting" refers to a meeting of the USAA board of directors taking place within 2 days of, and near the location of, a National or International tournament.
3. A "special meeting" refers to an unscheduled in-person or EVP meeting of the USAA board called under special circumstances by the president. A majority vote of senior members can disallow a special meeting.
4. An Electronic Voting Period (EVP) refers to a session of business conducted via an electronic means (e.g. internet forums e-mail, video conferencing).

The EVP process is separate from an official USAA meeting, therefore does not satisfy the USAA membership requirement for meeting attendance.

5. An EVP will be broken down into a three (3) week period
  - a. Week 1: Proposing motions and seconding motions
  - b. Week 2: Discussion on the motions up for a vote
  - c. Week 3: Voting on any motions that were seconded per USAA voting rules
- G. A National/International Tournament is to be defined as the USAA-recognized Tournament that determines USAA National/International rankings and counts towards USAA membership requirements and qualifications.