



# QRSE BY LAWS

Updated May 2018

## **ARTICLE I – NAME**

The name of this non-profit organisation shall be the INTERNATIONAL SOCIETY OF QUALITATIVE RESEARCH IN SPORT AND EXERCISE (the Society or QRSE).

## **ARTICLE II – MISSION**

**SECTION 1:** The missions of the Society are to:

- 1.1 Promote qualitative research in the sport and exercise sciences
- 1.2 Advance excellence in qualitative research and teaching
- 1.3 Provide a forum for networking, knowledge sharing, collaboration, lobbying, and fostering supportive relationships and communities

## **ARTICLE III – MEMBERSHIP**

**SECTION 1:** Categories of Members.

- 2.1 Professional Members. A professional member is defined as an employed individual who maintains professional interest in and support the qualitative research.
- 2.2 Student Members. A student membership is open to persons who are students as defined by their institutions of higher education.
- 2.3 Unemployed or retired members. Unemployed membership is open to individuals who are not in paid employment or a student. Retired membership is open to active members when retiring from the institutions with which they have been affiliated (according to the rules and regulations of that institution).
- 2.4 If an individual is eligible for the status of a Professional Member and a Student Member, they are designated the category of Professional Member.
- 2.5 Membership categories may be changed by action of a majority vote of the QRSE Board.
- 2.6 A roll of all members of the Society shall be kept by the Membership Officer.

**SECTION 2: Membership Rights.**

- 3.1 Admission to Membership. Persons eligible for Active, Student, and Unemployed or retired

membership shall be deemed admitted to such membership upon payment of the first annual dues provided for by Article III of these Bylaws.

- 3.2 Voting Rights. Apart from ex officio members, every member shall be entitled to one vote on each matter submitted to a vote of the members.
- 3.3 Termination of Membership. The membership of any member from whom dues are required shall automatically terminate upon failure to pay annual dues by the deadline fixed in Article III of these Bylaws.

**SECTION 3: Dues**

- 4.1 The cost of membership categories shall be determined by the QRSE Board. Membership fees may be changed by action of a majority vote of the QRSE Board.
- 4.2 Annual dues shall be payable on January 1 of each year. All memberships are for a term of January 1 to December 31. Membership benefits will begin upon payment by the Treasurer and continue throughout that year until December 31.
- 4.3 The Board of Directors may levy a special fee on participants in a conference or workshop meeting to defray part of all of the expenses thereof. The amount of such fees shall be determined by the Board.

## **ARTICLE IV – ELECTIONS**

**SECTION 1:** Elections for all positions shall proceed as follows:

- 5.1 One year prior to a term of office finishing the Elections Officer shall canvass the membership and the Executive Board for self-nominations and shall then prepare, after having secured the permission of each self-nominee, a nomination list for each available position. The Executive Board will evaluate the received nominations and shortlist two individuals for each position. Within 3 months of receiving the self-nominations, the Elections Officer, on behalf of the Executive Board, will collate the shortlist and electronically mail to each member an invitation to vote. The Elections Officer will ensure an alternative method of voting for members who do not have access to electronic means. Only paid QRSE members are eligible to vote.

- 5.3 The invitation to vote will include, but not be limited to: (a) a list of candidates for each office, (b) a supportive statement by each candidate expressing his or her desired vision QRSE, and (c) a short CV. The ballot may also include other pertinent information on candidates and offices, as long as the additions are the same for each candidate for each office. The ballots must be completed no later than 3 months before a term of office ends for each position.
- 5.4 The nominees receiving the majority of the votes will be elected.
- 5.5 In the case of a tie, ballots for a run-off election shall be electronically mailed out to the membership and must be completed within 3 weeks.
- 5.6 The votes shall be electronically tabulated and the results sent to the Elections Officer, who will certify the elections results with the Executive Board, and subsequently report the results to the members. In the case of a second tie, the Executive Board will vote to select one of the two candidates, with the President having the casting vote if still tied.
- 5.7 In keeping with the Bylaws, officers shall hold office until their successors have been duly elected and until their terms of office shall have begun as herein provided.

## ARTICLE V - EXECUTIVE BOARD

**SECTION 1:** The Board is responsible for governing the Society by setting policies, developing strategic plans, and establishing operating codes.

**SECTION 2:** The Board shall consist of between 12 to 25 members and comprise: President, President-elect, and Past-president, Secretary, Treasurer, Conference Officer, Membership Officer, Communication Officer, a minimum of five (5) Members-at-Large and a minimum of two (2) Graduate Student Representatives. The Treasurer must be located in the UK as the society is registered in the UK.

**SECTION 3:** With the exception of Past President and President elect, Board members will serve three year terms. The term of office for the President, Secretary, Treasurer, Conference Officer, Communications Officer, Election Officer, Membership Officer, five (5) or more Members-at-Large, and two (2) or more Graduate Student Representatives is three years. The President-

Elect shall be elected by the Active Members by electronic ballot prior to an annual meeting for a one-year term. The President-Elect serves a one-year term as President-Elect prior to assuming the presidency. He/she then serves a three year term as President. He/she then serves a one-year term as Past President.

**SECTION 4:** No Executive Board member may serve for more than two consecutive terms, with the proviso that a) an Executive Board member other than the President can serve a third term if otherwise there would be less than the minimum number of trustees and b) if no one from the UK nominates themselves for Treasurer, the current Treasurer (with the 75% approval of the Executive Board) can exercise the right to continue another term.

**SECTION 5:** Except for the founding Board, all QRSE Executive Board members must be a current member of QRSE and have been a member of the Society for a minimum of 2 years before election onto the Board.

**SECTION 6:** The Board shall comprise, where possible, a mix of experience from early, mid and senior professionals, sustain gender and ethnic equity, and comprise members from different geographical reasons.

**SECTION 7:** The roles and responsibilities of the QRSE Board are outlined in Appendix 1 (Roles and Responsibilities of QRSE Board). This document will be maintained by the Executive Board and updated at the discretion of the Executive Board and the Board.

**SECTION 8:** Should positions on the Board be vacated prior to the completion of a term of service, the Board can choose to replace the position or retain it as open until a election is called.

**SECTION 9:** Any officer may be removed by a two-thirds majority approval of the members at a meeting of members whenever the work of said officer is deemed likely to undermine the mission of the Society.

**SECTION 10:** The Board shall meet at least twice per calendar year. The Board may designate any place as the place of the meeting for any meeting called by the President. Meetings will usually be held by teleconference with at least one face-to-face meeting every two years, usually held at the biennial conference. Notice of each meeting shall be given one month in advance of that meeting. Notice electronically (e.g. email), stating the place, day, and hour of any meeting of members shall be delivered to each member of the Board. The agenda for the meeting must be circulated at least 4 days in advance of the meeting.

**SECTION 11:** Any action required by law, or any special action that may be taken by the President, may be taken without a meeting if agreement is confirmed in writing, electronically or by telephone by two-thirds (2/3) of the Board.

**SECTION 12:** Special meetings of the Board may be called by or at the request of the President or one-third of the Board. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meeting of the Board called by them. Notice of any special meeting of the Board shall be given at least two weeks previously thereto electronically as shown by the records of the Society. However, these meetings will not constitute a formal Board meeting unless a quorum of at least 50% of the current serving Board members are present.

**SECTION 13:** The Society may host or collaborate with other organizations in hosting and conducting meetings. Procedures and approval for collaboration shall be developed and granted by the Executive Board.

**SECTION 14:** Decisions are made by simple majority unless specified otherwise in the Legal constitution. In the case of a tie, the President has a casting vote.

**SECTION 15:** The Executive Board shall produce a written annual report for the previous calendar which will be provided to the Board and posted on the QRSE website.

**SECTION 16:** Service to the Society is voluntary. No monetary compensation will be available to elected officers.

**SECTION 17:** Board Members must attend at least two Board meetings in a calendar year to avoid forfeiting their Position on the Board, unless circumstances are approved by the Executive Board. Board Members must advise the Board of circumstances that will or may prohibit participation at the earliest opportunity. Board Members that fail to attend at least one meeting per year without notification will be deemed to have resigned from the Board. The Executive will write and advise the Board member of the pending expiry and the vacant Board position should be filled following procedures outlined in Article V.

## **ARTICLE VI - MEETINGS**

**SECTION 1:** The Society shall organize an international conference every two years, with the exact time and place determined by the Executive Board. This conference for reference purposes in the Bylaws shall be known as the International Conference on Qualitative Research in Sport and Exercise.

**SECTION 2:** The Conference Officer in consultation with the Executive Board shall be responsible for overseeing the process of identifying a host organization for the next conference including managing the expressions of interest process, shortlisting and final approval from the Board. Whenever possible, proposals should be received no later than one month prior to the next Conference for hosting the conference. The proposals will be distributed to the Board prior to the Board's meeting at the Conference at which time the Board will select the conference site.

**SECTION 3:** A Board Meeting and an AGM will be held at each Conference which will be chaired by the President.

**SECTION 4:** Invitations and request for representation of the Society at international, regional or national events will, in the first instance, be directed towards the QRSE President, unless otherwise stated. The President may nominate an alternate representative from the Board.

## **ARTICLE VII - PUBLICATIONS AND COMMUNICATIONS**

**SECTION 1:** Qualitative Research in Sport, Exercise and Health journal

- 6.1 Qualitative Research in Sport, Exercise and Health (QRSEH) is the official, refereed publication of QRSE.
- 6.2 QRSEH will be managed by the Editor(s).
- 6.3 The Editor(s) of QRSEH will serve on the Executive Board for the full term of their Editorship as ex officio members.
- 6.4 The Editor(s) have full independent management of QRSEH. The Board may only offer advise to the Editor(s) of QRSEH.
- 6.5 Members of QRSE will be provided with the opportunity to subscribe to QRSEH for a reduced fee.

**SECTION 2:** Qualitative Research in Sport and Physical Activity book series

- 7.1 Qualitative Research in Sport and Physical Activity (QRSPA) is the official, refereed book series of QRSE.
- 7.2 QRSPA will be managed by the series Editor(s).
- 7.3 The Editor(s) of QRSPA will serve on the Executive Board for the full term of their Editorship as ex officio members.
- 7.4. The Editor(s) have full independent management of QRSPA. The Board may only offer advise to the Editor(s) of QRSPA.

**SECTION 3:** Additional publications on behalf of the Society will be considered and approved by the Executive Board.

**SECTION 4:** Communications of the Society will be coordinated and overseen by the Communications Officer. The communications will include a website, E-newsletter and social media.

## **ARTICLE VIII - REVENUE**

**SECTION 1:** The revenue of the Society shall be derived from dues, publications, educational outreach, and conference fees, as fixed by the Executive Board, as well as from endowments, gifts, grants, bequests, interest on accounts, business arrangements and such other sources as the Executive Board sanctions.

**SECTION 2:** All financial transactions shall be consistent with the Society's position as a non-profit corporation.

**SECTION 3:** The Board will ensure that QRSE accounts and assets are safeguarded through: regular financial reports, emergency contingency plans in case one of the signatories is unable to fulfil her/his duties and regular review of best practice and risk management.

## **ARTICLE IX – AMENDMENTS**

**SECTION 1:** Amendments to these By-Laws may be initiated by a proposal signed by at least 10 professional members of the Society. Said proposal shall be delivered to the President for prioritization and action.

**SECTION 2:** Amendments may also be initiated by a majority vote of the Board. The amendments(s) shall be voted on by the Board and approved with a two-thirds affirmative of voting members.

## **ARTICLE X - DISSOLUTION**

**SECTION 1:** The Society shall be dissolved when 75% of the members agree to dissolve the Society. No proposal for dissolution shall be considered unless four weeks' notice in writing is given to each member of the Society.

**SECTION 2:** In the event of the dissolution of the Society, the assets of the Society shall be distributed to the organization(s) engaged in activities similar to those for which this Society was established, provided that such organization(s) are exempt from taxation under regulations of the UK Internal Revenue Service. The Executive Board shall be responsible for selecting the organization(s) in accordance with the stipulations contained in this section.