

# TRI-STATE WHEELCHAIR ATHLETIC ASSOCIATION, INC.

## **BY-LAWS**

Rev. 2; 3/28/2009 Approved at 2009 Annual Meeting

## ARTICLE I. (PURPOSE)

The Tri-State Wheelchair Athletic Association is a non-profit organization formed for the encouragement, development and advancement of physically disabled sports in the states of Connecticut, New Jersey and New York.

This organization is dedicated to the following mission:

- 1. To aid in fostering cooperation and communication among organizations concerned with physically disabled sports.
- 2. To facilitate uniform consistent practices in accordance with Wheelchair Sports, USA regulations. This includes the following:
  - Providing consulting assistance to the sponsors of physically disabled sports athletic events held in the tri-state region. This includes assistance in the determination of appropriate venues for athletic events, and in providing trained event personnel, such as officials and classifiers.
  - The maintenance and submittal of accurate records of sponsored athletic events to participants and to the Wheelchair Sports, USA National Office.
- To sponsor and coordinate activities to enlighten the public as to the needs of physically disabled athletes and the benefits derived from such participation. This includes the dissemination of pertinent information as it relates to the Tri-State Wheelchair Athletic Association, as well as to Wheelchair Sports, USA.
- 4. To raise funds for both the Tri-State Wheelchair Athletic Association and where applicable the appropriate governing body.

#### **ARTICLE II. (Membership)**

Voting Member: An individual residing in the Tri-State area who competes, supports, or helps

organize, physically disabled sports. This member must be a concurrent member in good standing of Wheelchair Sports, USA.

**Associate Member:** A non-resident of the Tri-State area shall not have the right to vote and shall not have any other right beyond the right to compete in physically disabled regional games. He/She shall have the right to attend meetings and participate in discussions.

Each member shall be required to pay annual dues, which every member shall pay. Fees are to be determined by the Board of Directors and approved by the membership present at a general meeting.

Membership shall be recognized on the WSUSA membership card

A copy of the by-laws of the Association is available upon request.

## **ARTICLE III. (Membership Meetings)**

- There shall be at least one membership meeting per year at a location determined by the Board of Directors.
- 2. Those members present at any membership meeting shall constitute the quorum.

**Presiding Officer:** At all meetings of the members of the Association, the Chairperson shall preside and the Secretary shall keep the minutes of the meeting. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both, Chairperson and Vice Chairperson, the Treasurer shall preside.

#### Order of Business:

A. All meetings of the Association shall have the following order of business:

- The reading and adoption of the minutes of the previous meeting.
- Reading of the minutes of the Board of Directors held since the last membership meeting.
- Reports of Officers:
- Reports of any standing committees.
- Report of any special committee.
- Old business and report of Secretary.
- Introduction of new members.
- New business.
- B. This prescribed order of business may be waived by a majority vote of the membership present.

## **ARTICLE IV. (Officers)**

The officers of the Association and their duties are as follows:

Chairperson--To provide leadership in carrying out the purposes of the Association. The Chairperson shall establish committees and appoint a Chairperson for these committees. He/she shall preside over all meetings. He/she shall have the power to call emergency meetings. The Chairperson shall be a delegate to National Delegate Assembly. He/she may delegate, to other members of the Association, such duties as he/she sees fit without delivering himself of the responsibility that these duties are properly carried out.

**Vice Chairperson--**To assist the Chairperson in the carrying out of his/her duties and to assume the responsibilities of the office of Chairperson if the latter is unable to carry out his responsibilities. The Vice-Chairperson will also act as Parliamentarian at all meetings of the Board of Directors. He/she shall be familiar with the duties of the Chairperson. He/she shall be responsible for the supervision of all functional committees.

**Secretary-**The Secretary shall be charged with keeping complete and proper records of all business of the Association with the exception of the financial records. It shall be his/her duty to see that all members are duly informed of all meetings to be held and that proper, factual reports of these meetings be made known to all members.

**Treasurer**--The Treasurer shall be charged with the responsibility for the funds of the Association. It shall be his/her duty to act as financial officer of the Association, to arrange for the deposit of all monies received in a Bank or Trust Company designated by the Board of Directors, to disburse funds subject to the regulations set forth by the Board of Directors and the membership. The Treasurer shall be charged with the submission of a financial report at each meeting of the Board of Directors and to the membership or more often if directed by the membership or the Board of Directors. It shall be his/her responsibility to personally check each financial report against all bank statements involved prior to delivery of said report. The treasurer may delegate the power to sign checks from the operating fund to the Executive officers and one (1) other authorized person for counter signature, with approval of the Board.

**Sub. 1. Banking:** The organizations funds must be deposited in a publicly held financial institution. The operating funds shall be appropriated from the banking account(s) established by the Board. Checks disbursing money from the operating fund shall be the responsibility of the Treasurer. The treasurer's books shall be audited by a committee selected by the membership at the end of each fiscal year.

#### **ARTICLE V (Board of Directors)**

The Association shall be administered by and under the jurisdiction of a Board of Directors. The Board shall consist of at least 11 and no more than 17 total members. The board shall have four (4) officers nominated by the board from its members-at-large and these nominees will become officers through the elections process. When possible, the board shall consist of an odd number of members to insure no ties. A board member will serve for a 3-year term with one third of the board being elected each year to insure operational consistency. Each board member may serve multiple terms with the approval of the membership.

Any member of the Board who fails to attend three consecutive unexcused Board meetings may be replaced at the discretion of the Board. Vacancies in any office of the Board of Directors shall be appointed by the Chairperson subject to majority approval of the board and will be temporary until the next stated election.

The Board shall meet at least three (3) times per year. Special or emergency board meetings will be held at the discretion of the Chairperson.

All meetings are to adhere to the By-Laws of the Association as closely as possible. If not, it will be superceded by Robert's Rules of Order.

Decisions of the Board affecting all aspects of the Association unless otherwise specified herein shall be made by a simple majority of the present Board members. These present Board members, however, must constitute a majority of the total board and shall include at least two (2) officers.

Powers and Duties: The Board of Directors shall have the power, and it shall be their duty, to carry out the purposes of the Association in accordance with its Certificate of Incorporation and By-Laws. It shall be their duty to initiate policy and method of operation of the Association within the framework of the Certificate of Inc. and the By-laws. It shall be their duty to appropriate money from the General Fund for normal contingency expenses of the Association, provided that such appropriations are reported to the membership at the next meeting. It shall be their duty to report to the membership at all times, concerning the operation of the Association. The Board of Directors shall not have the right to delegate their authority and responsibility or the authority and responsibility of any officer holding office, to any single person.

## **ARTICLE VI (Elections)**

The purpose of Elections is to elect the members of the Board of Directors and to elect the Board of Director Officers.

A nominating committee to choose Board of Director candidates shall be appointed by the Chairperson. At least one member will be a member of the Board of Directors and up to two shall be from the general membership. They are responsible for the supervision of nominations for the board and certifying the election of the Board Members and the election of the Officers.

As stated, Board Members will be elected to a 3-year term. Officers will serve a term of 2 years or if a board member is retiring to the end of the current term of the elected Board Member. With the positive vote of the membership board members and officers may serve more than one term.

Elections will be held once a year. Elected terms and other functions shall be based on a fiscal year, July 1 to June 30. Nominating and elections will be made at the annual meeting or by special mailing if approved by the Board.

Requirements for elected Officials:

They must be elected Board of Directors members and for at least one year, have participated in activities of the Association including the annual Tri-State meet and be at least eighteen (18) years of age.

Removal of Officers: Any officer may be removed from office by a two-thirds (2/3) vote of the membership present at the meeting, for failure to perform the duties of his/hers office as prescribed in the By-Laws or for misappropriation of funds.

## **ARTICLE VII (Amendments)**

The by-laws may be amended by a two-thirds (2/3) vote of the membership of the Association present at any annual or special or regular meeting, providing that the proposed amendment was read at a previous meeting and written in the monthly report of the secretary.

## **Revision History:**

Revision History.				
Revision #	From	То	Comment	Changes
0		2003	No history Available – Rev. History Starts with 2003 change	
1	2003	3/27/09		Established new # of Board Members 11-17/ Board consists of an odd # of Members and Terms of Officers is established. Also provided changes to length of Officer Terms.
2	3/28/09			Wheelchair to Physically Disabled; Changed wording to Odd # of Board members to less restrictive "when possible". Tightened up voting of proposals to ensure proper board representation.