

TRI-STATE WHEELCHAIR AND AMBULATORY ATHLETICS POLICY & PROCEDURE MANUAL

1.0 Validation of Elections:

After being elected to the board (before the start date of the term) or yearly for elected members, each Director must have:

- a. Become a member of the Tri-State Region.
- b. Complete the background check process and be Green lighted.
- c. Complete and support the SafeSport Education if available.
- d. Agree to follow and implement all Safe Sport Policies and Procedures.
- e. Complete any other training or requirements then in place by the board.
- f. If the director does not comply or is not vetted through the above approval process the board position will be assigned to the person with the next highest vote count or if there are no other candidates, for a 1 year term until the next annual election.
- g. For an existing Board member the board will appoint a person to the board to fill the position until the existing board member's term ends

All board members will go through a background check at intervals determined by the board. If as above the individual refuses the background check or is not successfully vetted by the process the board member must resign.

The term of the board will begin as of July 1 of the year elected or at the beginning of the Corporation's Financial year if different.

2.0 Disbursement of Funds:

The treasurer and the President may sign checks or use the Corporation's Electronic Debit/Credit Card(s):

1. With the approval of the Executive board up to the limit of \$500.
2. With the approval of the Full Board for expenditures above \$500 dollars.
3. Other Executive board members may also have checking rights to sign/co-sign checks with the approval of the board.

Revision History:

Revision #	From	To	Comment	Changes
0	4/2012			Created to move operational practices out of the By-Laws
1	5/25/20			1. Added SafeSport certification 2. Change Signing of checks.
1	1/21/20			Give the President and the rest of the Executive board signing privileges for checking.