



TRI-STATE WHEELCHAIR ATHLETIC ASSOCIATION, INC.
A New York 501C Corporation

DOING BUSINESS AS
TRI-STATE WHEELCHAIR AND AMBULATORY ATHLETICS (TSWAA)

BY-LAWS

POLICY AND PROCEDURE MANUAL

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Rev. 3; 4/1/2012 Approved at 2012 Annual Meeting

A copy of the by-laws of TSWAA is available on the WEB Site or upon request.

I. ARTICLE (PURPOSE & MISSION)

I.1 PURPOSE:

The Tri-State Wheelchair Athletic Association doing business as Tri-State Wheelchair and Ambulatory Athletics (TSWAA) is a non-profit organization formed for the encouragement, development and advancement of disabled sports for both juniors and adults in the states of Connecticut, New Jersey and New York and where appropriate offering support to conduct disabled sport events in the United States.

I.2 MISSION:

This organization is dedicated to the following mission:

I.2.1 To aid in fostering cooperation and communication among organizations concerned with sports for athletes with disabilities.

I.2.2 To facilitate uniform consistent practices in accordance with Wheelchair and Ambulatory Sports USA (WASUSA) regulations. This includes the following:

I.2.2.1 Providing consulting assistance to the sponsors of disabled sports events held in the Tri-State Region and elsewhere in the USA as appropriate.

This assistance includes but not limited to:

- The determination of appropriate venues,
- Providing trained event personnel, such as, Meet Directors, officials, and classifiers,
- Where possible provide equipment, and other resources for events.

I.2.3 To maintain and submit accurate records of sponsored athletic events to; meet participants, WASUSA's National Office, and other national and international bodies governing the sport(s) being conducted.

I.2.4 To sponsor and coordinate activities to enlighten the public as to:

- The needs of disabled athletes.

- The benefits derived from disabled athlete's participating in sport.

I.2.5 To disseminate pertinent information as it relates to TSWAA as well as to WASUSA and other associated entities.

I.2.6 To raise the funds and awareness for both TSWAA and where applicable other appropriate governing associations.

II. ARTICLE (Membership)

II.1 VOTING MEMBER:

Any individual residing in the Tri-State area that participates, competes, supports, or organizes, disabled sports in WASUSA and/or TSWAA events.

II.1.1 VOTING:

The vote of a member may be by the member or the member's legal guardian.

II.2 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 disabled regional games. He/She shall have the right to attend meetings and participate in discussions.

II.3 DUES:

Each voting member shall be required to pay annual dues. Dues are to be determined by the Board of Directors and if changed be approved by the membership present at an annual meeting. Dues may be collected directly or through WASUSA annual dues.

II.4 ASSOCIATION WITH WASUS:

Voting members and Associate Members must be a concurrent member in good standing of WASUSA. Membership shall be recognized by WASUSA.

III. ARTICLE (Meetings)

III.1 MEMBERSHIP MEETING (ANNUAL MEETING):

There shall be at least one membership meeting per year open to all TSWAA members, at a location determined by the Board of Directors.

III.2 BOARD MEETING:

The Board shall meet at least three (3) times per year. One such meeting shall be the Annual Meeting.

III.3 SPECIAL OR EMERGENCY MEETING:

Special or Emergency Board meetings, closed or open to the membership, may be held at the discretion of the Chairperson.

III.4 MEETING RULES:

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

III.5 MEETING QUORUM:

Those members present at the meeting, Annual (Board and TSWAA members) or Board (Board), shall constitute a quorum.

III.6 PRESIDING OFFICER:

At all meetings of the members of TSWAA, 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.

III.7 ORDER OF BUSINESS:

Board and Annual meetings shall have the following order of business:

- At the Annual Meeting The Chairperson shall read his/her annual report and the Treasurer shall deliver TSWAA's annual Treasury report listing all transactions since the past annual report.
- The reading and adoption of the minutes of the previous meeting.
- Reports of Officers.
- Reports of any standing committees.
- Report of any special committee.
- Old business.
- At the Annual Meeting, introduction of new members to the Board.
- New business.

This prescribed order of business may be waived by a majority vote of the membership present.

IV. ARTICLE (Executive Officers)

The officers of TSWAA and their duties are as follows:

IV.1 CHAIRPERSON--

The Chairperson's responsibilities shall include, but not limited to:

- Providing leadership in carrying out the purposes of TSWAA.
- Establishing committees and appointing a Chairperson for these committees.
- Calling and presiding over all meetings, Annual or Board.
- Calling and presiding over any emergency meetings.
- Representing TSWAA as head delegate to WASUSA's National Delegate Assembly.

He/she may delegate to other members of TSWAA such duties as he/she sees fit without relinquishing the responsibility that these duties are properly carried out.

IV.2 VICE CHAIRPERSON--

The Vice Chairperson's responsibilities shall include, but not limited to:

- Being familiar with the duties of the Chairperson and assist the Chairperson in the carrying out of his/her duties.
- Assume the responsibilities of the office of Chairperson if the latter is unable to carry out his/her responsibilities.
- Act as Parliamentarian at all meetings.
- Be the chairperson for all functional committees.

IV.3 SECRETARY--

The Secretary's responsibilities shall include, but not limited to:

- Keeping complete and proper records of all business of the TSWAA with the exception of the financial records.
- Seeing 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 through the website within 30 days of the meeting.

IV.4 TREASURER--

The Treasurer's responsibilities shall include, but not limited to:

- The responsibility for the funds of TSWAA.
- Acting as financial officer of TSWAA.
- Arranging for the deposit of all monies received in a Bank or Trust Company designated by the Board of Directors.
- Disbursement of funds subject to the regulations set forth by the Board of Directors and

- the Membership, **as outlined in the Policy and Procedure Manual.**
- Submission of a financial report at each meeting, **Board or Annual**, or more often if directed by the membership or the Board of Directors.
- Personally checking each financial report against all bank statements involved prior to delivery of any financial report.

The power to disburse funds may be delegated to another executive officer, with approval of the Board.

IV.4.1 BANKING:

The organization's funds must be:

- The responsibility of the Treasurer.
- Deposited in a publicly held financial institution.
- Appropriated from the banking account(s) established by the Board.
- Disbursed via check or other means as outlined in the Policy and Procedure Manual.

The treasurer's books shall be reviewed by a non-board group or individual selected by the board at the end of each fiscal year. This individual or group shall issue a report which will be published in the board minutes at least once per year.

V. ARTICLE (Board of Directors)

The Association shall be administered by and under the jurisdiction of a Board of Directors.

V.1 NUMBER OF BOARD MEMBERS:

The Board shall consist of a minimum of 11 and maximum of 17 total members. When possible, the board shall consist of an odd number of members to insure no ties.

V.3 EXECUTIVE BOARD:

The board shall have four (4) Executive Officers nominated and elected internally by the board.

V.4 REMOVAL OF BOARD MEMBER(S):

Any member of the Board with three consecutive unexcused absences from Board meetings may be replaced at the discretion of the Board.

Any Executive or Board Member may be removed from office by a two-thirds (2/3) vote of the membership present at the annual **or other meeting open to the general membership**, for:

- Failure to perform the duties of his/hers office as prescribed in the By-Laws,
- For misappropriation of funds,
- **For behavior unbecoming to the organization.**

V.5 FILLING OF BOARD VACANCY:

Vacancies in the Board of Directors shall be appointed by the Chairperson subject to majority approval of the Board and will be temporary **until the next scheduled election.**

V.7 BOARD DECISIONS:

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

V.8 POWERS AND DUTIES:

The Board of Directors shall have the power, and it shall be their duty, to:

- Carry out the purposes of TSWAA in accordance with its Certificate of Incorporation, **the Policy and Procedure Manual** and By-Laws.
- Initiate policy and method of operation of TSWAA within the framework of the Certificate of Incorporation and the By-laws.
- Appropriate money from the General Fund for normal expenses of TSWAA, provided that

- such appropriations are reported to the membership at the next annual meeting.
- Report to the membership at all times, concerning the operation of TSWAA.

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.

VI. ARTICLE (Elections)

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

VI.1 NOMINATING COMMITTEE:

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 **can** be from the general membership. They are responsible for the supervision of nominations for the board and certifying the election of the Board Members.

VI.2 TERM:

VI.2.1 Member At Large:

All Board members shall:

- Be elected to the Board as Members at Large.
- Serve for a 3-year term with one third of the board being elected each year to ensure operational consistency.

VI.2.2 Executive Officers:

VI.2.2.1 Term:

Executive 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.

VI.2.2.2 Requirements:

Requirements for Executive Officers:

- They must be elected and serve as Member At Large for at least one year.
- Have participated in activities of TSWAA including the annual Tri-State Meet
- Be at least eighteen (18) years of age.

VI.2.3 Number Of Terms:

With the positive vote of the membership, Board Members and with the positive vote of the Board, Executive Officers may serve more than one term.

VI.3 ELECTION DATE:

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 the membership is invited and approved by the Board.

VI.4 VALIDATION OF ELECTION:

Requirements for approval of elections and vetting of elected Board Members are covered in TSWAA's Policy and Procedure Manual.

VII. ARTICLE (Amendments)

The by-laws may be amended by a two-thirds (2/3) vote of the membership of TSWAA present at any Annual or other meeting open to the general membership providing that the proposed amendment was read at a previous Board Meeting and written in the minutes report of the secretary. **These minutes with the By-Law changes shall be published on the TSWAA.com website and the membership shall be appropriately notified at least 30 days prior to the meeting.**

Revision History:

Revision #	From	To	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	3/31/12		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.
3	4/1/12			<p>Changes:</p> <ol style="list-style-type: none"> 1. Change the Charter from Physically Disabled to Disabled to allow support for the 20 Class of athletes to compete. Which was adopted by WASUSA at their 2011 National Delegate Assembly. 2. Add inappropriate behavior as a reason for dismissal of a Board of Directors. 3. Change the Doing Business as Name of the 501C3 to Tri-State Wheelchair and Ambulatory Athletics (TSWAA) so as to include all Disabled Athletes. 4. Change the name of WSUSA to WASUSA. 5. Add the words " and when asked elsewhere in the USA" to enable TSWAA to assume the RPO role of helping outside the Tri-State Area. 6. Move some By-Law line items to a Policy and Procedure Manual so normal work process items can be changed with out a change in the By-Laws. 7. Consolidating areas repeated into one instance and other minor wording changes, and spelling, and grammar corrections.

POLICY & PROCEDURE MANUAL

1.0 Validation of Elections:

After being elected to the board and within 30 days, the individual must have completed the background process. If the elected individual does not comply or is not vetted through the process the board position will be assigned to the person with the next highest vote count or if there are no other candidates the board will appoint a person to the board to fill the position for a 1 year term until the next annual election.

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

2.0 Disbursement of Funds:

The treasure may sign checks with no cap with the approval of the board.

3.0

Revision History:

Revision #	From	To	Comment	Changes
0	4/2012			Created to move operational practices out of the By-Laws
1				
2				
3				