



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

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

BY-LAWS

&

OPERATIONS AND PROCEDURE MANUAL

Table of Contents

Contents

BY-LAWS	3
I. ARTICLE (PURPOSE & MISSION)	3
II. ARTICLE (Membership)	4
III. ARTICLE (Meetings).....	4
IV. ARTICLE (Executive Officers)	5
V. ARTICLE (Board of Directors)	6
VI. ARTICLE (Elections).....	7
VII. ARTICLE (Amendments)	8
VII. ARTICLE (Policy and Procedure Manual)	8
Revision History:.....	9
TRI-STATE WHEELCHAIR AND AMBULATORY ATHLETICS POLICY & PROCEDURE	
MANUAL	Error! Bookmark not defined.
1.0 Validation of Elections:	Error! Bookmark not defined.
2.0 Disbursement of Funds:	Error! Bookmark not defined.
Revision History:.....	Error! Bookmark not defined.



TRI-STATE WHEELCHAIR ATHLETIC ASSOCIATION, INC.

A New York 501C Corporation

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

BY-LAWS

Rev. 4; 1/29/2020 Approved on 5/25/20

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 ParaSports for both junior and adult athletes primarily in the states of Connecticut, New Jersey and New York. TSWAA also supports those states/individuals along the East Coast offering support to help conduct ParaSport events that would be beneficial to the ParaSport community.

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 Adaptive Sports USA (ASUSA) and US Paralympic regulations.

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,
- Providing equipment, and other resources.

- I.2.3 To maintain and submit accurate records of sponsored athletic events to: meet participants, ASUSA's National Office, ATFUSA 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 Para athletes.
 - The benefits derived from Para athlete's participating in sport.
- I.2.5 To disseminate pertinent information as it relates to TSWAA as well as to ASUSA and other associated entities.
- I.2.6 To raise funds for TSWAA.

II. ARTICLE (Membership)

II.1 VOTING MEMBER:

An individual that competes, supports, or helps organize, Para sports in the Tri-State Region.

II.1.1 VOTING:

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

II.2 DUES:

Each voting member should be a member of ASUSA or Tri-State. Dues are to be determined by the Board of Directors. Dues may be collected directly or through ASUSA.

II.4 ASSOCIATION WITH ASUSA:

Voting members must be a concurrent member in good standing of ASUSA. Membership shall be recognized by ASUSA

III. ARTICLE (Meetings)

III.1 MEMBERSHIP MEETING (ANNUAL MEETING):

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

The Board may call an electronic meeting of the membership for the purpose of voting in the new director slate or to accept amendments to the by-laws,

III.2 BOARD MEETING:

The Board shall meet at least once (1) per year either via phone or electronic conference or in-person.

III.3 SPECIAL OR EMERGENCY MEETING:

Special or emergency meetings, closed (Board) 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 or follow Robert's Rules of Order.

III.5 MEETING QUORUM:

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.

III.6 PRESIDING OFFICER:

At all meetings of the members of TSWAA, the Chair shall preside. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both, Chair and Vice Chair, the Treasurer shall preside.

III.7 ORDER OF BUSINESS:

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

- The Chair shall read his/her annual report and the Treasurer shall deliver TSWAA's annual report,
- The Treasurer's financial 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 CHAIR--

The Chair shall be charged with:

- Providing leadership in carrying out the purposes of TSWAA,
- Establishing committees and appointing a Chair for these committees,
- Calling and presiding over all meetings, Annual or Board,
- Calling and presiding over any emergency meetings,
- Being the head delegate to ASUSA's National Conference.

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 CHAIR--

The Vice Chair shall be charged with:

- Being familiar with the duties of the Chair and assist the Chair in the carrying out of his/her duties,
- Assuming the responsibilities of the office of Chair if the latter is unable to carry out his/her responsibilities,
- Acting as Parliamentarian at all meetings,
- Being responsible for the supervision of all functional committees.

IV.3 SECRETARY--

The Secretary shall be charged with:

- 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 shall be charged with:

- 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 at least 11 and no more than 17 total members. When possible, the board should consist of an odd number of members to insure no ties, if possible. A Director can live in any state, as long as they actively support & participate in TRI-STATE.

V.3 EXECUTIVE BOARD:

The board shall have four (4) Executive Officers nominated by the board from the board's members-at-large positions and elected by the board.

V.4 REMOVAL OF BOARD MEMBER(S):

Any member of the Board who fails to attend three consecutive Board meetings without an acceptable excuse 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. Grounds for removal include:

- failure to perform the duties of his/her office as prescribed in the By-Laws,
- misappropriation of funds,
- inappropriate behavior.

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 scheduled election cycle of that vacant board member.

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 present Board members. 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.

Pat brought up that this contradicts the quorum requirements in Section III.5 – good catch. This needs to be discussed but since most of our meetings will now probably be conference as opposed to in-person, I think we should go with the above: “These present Board members.....” just my thoughts - Trisha

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 contingency 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 Chair. 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 the goal that 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. Two Executive Officers will be elected each year.

VI.2.2.2 Requirements for Executive Officers:

Executive Officers must:

- have been elected and served 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 and 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. Nominations and elections will be made at the Annual Meeting or by an

electronic meeting of the membership where the membership is invited and approved by the Board to vote.

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 in-person or electronic 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 in-person or the close of an electronic on-line meeting.

VII. ARTICLE (Policy and Procedure Manual)

The Board shall have the authority to compose, change/modify and approve The Policy and Procedure Manual, by a majority vote of the board, within the by-law guide lines.

The Policy and Procedure manual expands the meaning of these by-laws and dictates the day to day operations of the 501C3.

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	5/25/20		<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 WSUSA 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.
4	5/25/20			<ol style="list-style-type: none"> 1. Changed Wheelchair & Ambulatory Sports, USA to Adaptive Sports USA
				<ol style="list-style-type: none"> 2. Changed region from NY, NJ, Connecticut to East Coast (to include other states IE: New England from Maine to Massachusetts, Vermont, New Hampshire, Rhode Island , to include Pennsylvania, Delaware, Maryland, Virginia, West Virginia. These are the areas where athletes live that typically come to TWAA Events..
				<ol style="list-style-type: none"> 3. Amended that Board meetings could be in-person or via electronic (phone/internet) conference .
				<ol style="list-style-type: none"> 4. That the number of official Board meetings is amended to 1.

				5. Additional membership meetings can be called on-line for the purpose of voting for the Board or to accept changes to the By-laws.
				6. Add Article to produce and use a Policy & Procedure Manual