

Dixie Wheelchair Athletic Association
(DWAA)



BYLAWS

May 9, 2009

DIXIE WHEELCHAIR ATHLETIC ASSOCIATION

BYLAWS

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ARTICLE I

Name

The name of the association shall be the Dixie Wheelchair Athletic Association

ARTICLE II

Purpose

The object of this regionalized sports organization shall be to provide organized, competitive sports opportunities for all individuals with physical disabilities and in particular to plan and conduct regionalized, sanctioned, athletic competitions.

ARTICLE III

Membership

The membership in this association is open to all individuals, companies, agencies, etc., which are interested in assisting in the advancement and promotion of athletic competition for athletes with physical disabilities and in the programming of the annual Dixie Games event. Membership dues may be established and adjusted as necessary by the Board of Directors by a majority vote.

ARTICLE IV

Board of Directors

Section 1. General Powers and Duties.

The affairs of the DWAA shall be managed by its Board of Directors, and all of the rights, powers, duties and responsibilities relative to the management and control of the DWAA's property and affairs are vested with the Board of Directors. These powers exist in the directors meeting as a group and not individually except as delegated by the Board. The Directors have a duty to exercise care and prudence in the administration of the affairs of the

DWAA and are responsible to disburse funds or property received by the DWAA only for the purposes for which it was received. The Organization shall provide Directors and Officers Insurance for all Board members.

The Board shall:

- (a) require a regular accounting of all funds disbursed by the DWAA;
- (b) transact the business and administer the affairs of the DWAA in accordance with the policies of the DWAA;
- (c) require all income from activities of the DWAA and all income from other sources, except as may be provided in the Bylaws, and Policy and Procedure Manual to be deposited in the general fund;
- (d) solicit, collect, receive, and administer the expenditure of funds to support the participation of DWAA athletes in approved international multi-sport competition;
- (e) adopt a budget for the ensuing fiscal year prior to the end of any current fiscal year;
- (f) adopt regulations providing for the expenditure of DWAA funds, the conduct of all DWAA- meets and tournaments, and the distribution of the income of the DWAA;
- (g) arrange for the background check of the Board of Directors of the DWAA.
- (h) provide for the various accounts and arrange for the accounting of them; and
- (I) designate the individual who shall represent the DWAA in any national or international organization with which it affiliates.
- (J) selects a site and host for the annual Dixie Games event and its chair.

Section 2. Number and Tenure.

- (a) The Board of Directors shall consist of an odd number of members with a minimum of 9 active members. The current board of directors shall elect four officers, one athlete representative who has competed within the previous ten years, and four regional members .
- (b) Each director shall serve a three-year term except that the initial term may be staggered so that one-third of the Directors' terms expire each year. Directors' terms shall commence immediately upon the adjournment of the board meeting at which they were elected, and shall terminate at the adjournment of the board annual meeting held at the DWAA games at the conclusion of their term.
- (c) In the event that an individual is elected to two or more positions on the Board of Directors, he or she shall choose one position and other position(s) shall be declared vacant.

ARTICLE V

Meetings

Section 1. Number of Meetings. The Board of Directors shall meet 1 times a year to be held at the Dixie Regional Games and at other such times as two-thirds of the Directors agree in writing to the need for a special meeting. The board may conduct planning meetings via teleconference for the Dixie Games however these are not BOD meetings requiring a quorum and no BOD business or voting can occur at these Games planning meetings. BOD may conduct business via email including voting using Roberts Rules for making a motion

and a majority required for approval of a motion. All voting documentation completed in this manner will be including as a part of the Dixie BOD Minutes.

Section 2. Quorum, Proxy and Manner of Acting. For the transaction of business a quorum shall consist of a majority of the Directors. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by the Constitution or Bylaws.

Section 3. Officers. The officers of the Board shall consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer.

Section 4. Duties of Officers.

- (a) The Chairperson shall preside at meetings of the Board.
- (b) The Vice-Chairperson shall preside at all meetings in the absence of the Chairperson, and shall carry out all duties and responsibilities assigned to him or her by the Chairperson.
- (c) The Secretary shall be responsible for keeping the minutes of the meetings of the Board including any email voting outcomes
- (d) The Treasurer shall oversee all financial procedures of the DWAA and shall submit, at the annual meeting, a detailed report of all receipts and disbursements during the preceding fiscal year.

Section 5. Terms of Officers.

- (a) Officers shall be elected by a majority vote of the Board and shall serve terms of three years.
- (b) The Officers shall be elected at the annual meeting of the DWAA during the DWAA Regional Games.

Section 6. Vacancies.

Vacancies on the Board or in Officer positions which occur prior to the end of the normal term of office for the subject member shall be filled by a majority vote of the Board of Directors. The newly elected member shall serve the unexpired portion of the term of the original member.

ARTICLE VI

Executive Committee

Section 1. Composition.

The Executive Committee shall consist of the Officers of the DWAA and the athlete representative member of the Board of Directors.

Section 2. Duties.

The Executive Committee shall function between meetings of the Board of Directors to act on those emergency matters which are ordinarily within the purview of the Board of Directors and which require resolution prior to the next regularly scheduled Board of Directors Meeting. In addition to such matters, the Executive Committee shall be authorized to:

- (a) approve variations in expenditures within the annual budget;

- (b) approve expenditure of budgeted contingency funds.
- (c) approve personnel policies and procedures.
- (c) approve submission of grant applications and other solicitation of funds;
- (d) perform other duties as may be assigned by the DWAA's Bylaws or by the Board of Directors.

Section 3. Review by Board of Directors.

The Board of Directors shall review actions of the Executive Committee at a regular meeting. The Board of Directors may amend any decision of the Executive Committee.

Section 4. Meetings.

The Executive Committee shall meet at a time and place as determined by the Chairperson, with the approval of a simple majority of the members of the Executive Committee. The Executive Committee may meet via teleconference.

Section 5. Chairperson.

The Chairperson of the Board of Directors shall act as Chairperson of the Executive Committee, and other Officers shall act in their respective capacities.

ARTICLE VII

Committees

Section 1. Standing Committees

The following are the Standing Committees established by the Board of Directors. The chairperson of each committee is appointed or removed by the Board chairman.

Development
Nominations

- (a) The Chairperson of each Standing Committee is authorized to appoint and remove the members of his/her committee.
- (b) The Board Chair shall be a non-voting ex-officio member of all standing committees.

Section 2. Development Committee

- (a) **Composition.** The Development Committee shall consist of a chairperson appointed by the Board Chairperson and other members as selected by the Development Committee Chairperson.
- (b) **Duties.** The Development Committee shall be charged with the responsibility of fostering the closest possible relationship between Dixie Wheelchair Athletic Association and public or private organizations such as Associations, government agencies, and academic institutions which may assist in the development of wheelchair sports through contributions of cash, facilities, personnel, or the provision of programs which benefit Dixie Wheelchair Athletic Association. The specific duties of the committee shall include recommending fundraising policies to the Board of Directors which address such issues as Dixie Wheelchair Athletic Association image projected through fundraising activities, variety of funding

sources, and acceptable methods and sources of solicitation; identifying potential sources of support; and providing the Executive Committee with introductions to key corporation and foundation contacts.

Section 3. Nominations Committee

- (a) Composition: The Nominations Committee shall consist of three members.
- (b) Duties. Each year, the Nominations Committee shall propose a list of officers and directors at least equal in number to the number of officers and directors terms expiring in that year. The Nominations Committee will submit the names of all nominees for each position.
- (c) The nominations of the Nominations Committee shall be filed with DWAA Board of Directors no fewer than fourteen days prior to any election
- (d) The nominee must confirm his/her willingness to serve if elected by filing a written statement with the chairperson of the Nominations Committee prior to the vote on the position he/she seeks.
- (e) Nominees must be current members in good standing in a member organization of DWAA and Wheelchair Sports, USA.
- (f) The specific position sought by each nominee must be declared at the time the nomination is made.

Section 4. Special Committees

Such other committees, standing or special, shall be appointed by the chairman at the associations annual meeting as shall from time to time they deem necessary to carry on the work of the organization. The Chairman shall be ex officio a member of all committees except the Nominating Committee

ARTICLE VIII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the organization may adopt.

ARTICLE IX

Amendment Of Bylaws

Section 1. Proposed Amendments.

These Bylaws may be amended at any regular meeting of the Board of Directors by a two-thirds vote, provided that the proposed amendment shall have been submitted in writing to the Executive Committee at least sixty days prior to the meeting at which the proposed amendment shall be considered.

Section 2. Notice.

A copy of the proposed amendment shall be given to each member of the Board of Directors at the meeting at which the proposed amendment shall be considered.