

CODE OF REGULATION

**OHIO WHEELCHAIR
ATHLETIC ASSOCIATION INC.**

doing business as:
OHIO WHEELCHAIR SPORTS ASSOCIATION INC.

REVISED AS OF: JULY 8, 2009



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I. NAME OF CORPORATION

Ohio Wheelchair Athletic Association, Inc.
doing business as: Ohio Wheelchair Sports Association, Inc

II. PURPOSE

A MISSION STATEMENT

It is the intent of The Ohio Wheelchair Sports Association, a non-profit corporation, to encourage and promote the nurturing and development of individual and team adaptive competitive and recreational sports in the State of Ohio.

B SANCTIONING

All activities promoted by O.W.S.A. shall meet all applicable federal, state and local laws and regulations.

III. MEMBERSHIP

A Classes of Membership

This Corporation shall have the following classes of members and volunteers.

1. **Active members**

Active members shall be all persons who pay dues and/or meets other responsibilities as prescribed by the Board of Trustees. Each active member shall have one vote.

2. **Volunteers**

Volunteers shall be all persons who support the activities of the Ohio Wheelchair Sports Association, Inc. Volunteers shall have no vote.

B Dues for membership in this Corporation shall be:

1. **Annual dues for Active members**

Annual dues for active members (player, coaches, staff) participating with a team receiving support from BPVA; dues shall be \$50.00 per year. Annual dues for all other active members shall be \$15, payable before November 1st of each year, for that calendar year. Payment of such annual dues makes an active member eligible to participate in the activities and business of the Corporation.

2. **Dues for new member**

Dues for new members after June 1 shall be \$10.00. For the remainder of that calendar year. Payment of such annual dues makes an active member eligible to participate in the activities and business of the Corporation.

3. **All membership dues are non-refundable.**

4. **Late Fee.**

An additional late fee of \$15 shall be charged any active members whose dues remain unpaid after November 1st.

C DISCIPLINARY ACTIONS

Any member may be removed by the Board Trustees for malfeasance, misfeasance, or nonfeasance.

D MEETINGS OF MEMBERS

1. Annual meetings

Annual meetings of active members shall be held at a place and time designated by the Executive Committee.

- a) Notice, by mail of the time and place of each annual meeting shall be mailed and postmarked to the membership not less than fourteen days before the date of such meeting.

2. Special meetings

Special meetings of the members may be held on request by the Executive Committee of the Corporation upon notice, by mail, to the membership postmarked not less than fourteen days before the date of such meeting, such notice shall state the time, place and purposes of such meeting. No business shall be transacted at any special meeting of members unless its substance is stated in such notice.

3. Quorum

At any meeting a quorum shall consist of those members present.

IV. OFFICERS

A The officers

The officers of this Corporation shall be a president, who shall be a trustee, and a vice president, a secretary, and a treasurer, who shall be members but need not be trustees. Each office must be held by a different person. Officers shall serve without compensation.

B Duties of the officers

Duties of the officers shall be as follows, in addition to which they shall perform such other duties as may be prescribed by the Board of Trustees:

1. **President**

The President is the chief executive officer of the corporation. Directs and controls the business of the corporation. Presides at all meetings of the executive committee of the corporation.

Reports to board of trustees of the corporation.

Major duties and responsibilities

- Oversees administers and manages the business of the corporation.
- Responsible for the planning, implementation and coordination of various projects, processes, procedures, and related business. Delegates such activities to officers and/or committee chair(s) as appropriate.
- Responsible for agenda, scheduling and presiding at all meetings of the corporation. Conducts annual meeting. and other/additional meetings as necessary.
- Represents the corporation at various conventions, conferences and/or meetings as needed.
- Performs related work as directed by the board of trustees.

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2. Vice President

When the President is in office assists in the business of the corporation as needed or requested by the President.

Reports to President.

Major duties and responsibilities:

- Assumes the duties of the President during his/her absence or disability.
- Assists in the review of the annual budget, financial planning, and/or audit submission to the President, Executive Committee, and subsequently to the Trustees.

3. Secretary

Duties of the secretary follows: The secretary is the official recorder for the corporation.

Reports to the President.

Major duties and responsibilities

- Responsible for recording all the activities of the corporation, by keeping minutes for all regular and special meetings of the membership, executive committee and board of trustees.
- Responsible for the keeping of related information necessary for the continuation and future business of the corporation.
- Maintain records of the activities of the various sports committees; copies of treasurer reports, meeting minutes, general correspondence to and from of the corporation.

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4. Treasurer

The treasurer shall be the chief financial officer of the corporation. Responsible for administering and managing all financial records and accounts.

Reports to the president.

Major Duties:

- Assures that the fiscal and accounting policies and procedures are implemented through actions of officers and/or staff.
- Assures that required tax filings, reports, and financial statements as required by law.
- Responsible for collection of dues and other payments to the corporation.
- Will disburse funds in accordance with O.W.S.A. approved policies and procedures.
- Will notify the membership chairman on a monthly basis of, current membership status.
- Provides a complete financial reporting of the corporation as required upon request.
- Performs related work as required or assigned.

V. TRUSTEES

A Composition of the Board

1. The Board of Trustees shall consist of twelve members. Four trustees shall be elected annually by the membership for three-year terms.
2. Trustees shall hold office until the expiration of the term for which they were elected and shall continue in office until their successors have been duly qualified.
3. Vacancies on the Board of Trustees may be filled by a special election process; as determined by the remaining trustees.
4. No one may be elected as a trustee or serve as an officer if his/her dues are not current.

B Power/Duties

1. The Board of Trustees shall be the policy making body of the Corporation, and the chairman, and shall preside at all meetings of the Board.
2. The Trustees shall elect their own Board Chairman, who is in charge of the corporation, and who will not be an officer.
3. The Trustees shall elect the officers of the Corporation, to include the President, Vice President, Secretary and Treasurer.

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C Meetings

1. Minimum number

There shall be a minimum of four meetings annually of the Board of Trustees. The first meeting will commence no later than January 31 of each year.

2. Special meetings

Special meetings of the Board may be held upon call of any trustee of the Corporation.

3. Quorum

Those Trustees present shall constitute a quorum. The action of those trustees present shall be the action of the Board.

VI. COMMITTEES

The Board of Trustees shall prescribe the standing committees of the Corporation and their respective duties. The standing committee's of the corporation are.

A Executive Committee

1. **Composition of the Committee**
 - a) The Committee shall consist of the President, Vice-President, Secretary, and Treasurer.
2. **Power/Duties**
 - a) The purpose of the Committee shall be: To conduct the day to day business of the Ohio Wheelchair Sports Association in accordance with the code of regulations and Board of Trustees approved policy and procedures.
 - b) The Executive Committee shall exercise the authority and powers of the corporation as lawfully delegated and shall be subject to the direction of the Board of Trustees.
 - c) The Executive Committee may act by a majority of its members at a meeting or by being contacted by the President. All actions of the Executive Committee must be documented as prescribed by the code of regulations.
 - d) Any action or authorization of an action by such Committee within the authority delegated to it shall be effective for all purposes as the action or authorization of the Board of Trustees.
3. **Meetings**
 - a) The Committee shall meet at the discretion of the President, as necessary to conduct the activities of the organization.
4. **Discipline**
 - a) Committee members may be removed by the Board Trustees for malfeasance, misfeasance, or nonfeasance.

B Membership Committee

1. Composition of the Committee

The committee shall consist of a chairman and any additional persons from the membership to achieve the goals of the organization.

2. Power/Duties

- a) The Committee shall actively develop and promote membership in the organization.
- b) The membership chairman shall prepare and mail notices of annual and general membership meetings. Notice, by mail of the time and place of each meeting.
- c) The membership chairman shall keep an updated list of all current members of O.W.S.A.

3. Meetings

- a) The Committee shall meet at the discretion of the President, as necessary to conduct the activities of the organization.

C Finance

1. Composition of the Committee

The committee shall consist of the Treasurer who shall be the chairman and any additional persons from the membership to conduct the business of the organization.

2. Power/Duties

- a) The committee shall facilitate responsible management of the fiscal activities of the organization.
- b) The committee controls fiscal activities of the organization in compliance with set policies and procedures, and subject to the approval of the Executive Committee.

3. Meetings

- a) The Committee shall meet at the discretion of the Treasurer, as necessary to conduct the fiscal activities of the organization.

D O.W.S.A SPORTS COMMITTEE

The purpose of this is to oversee wheelchair sport teams or groups hereafter identified as a sanctioned O.W.S.A. sports group/team.

1. Composition of the Committee

- a) The name of the committee shall be the O.W.S.A Sports Committee. Each Sport group/team (i.e. Basketball, softball, hand-cycling, quad rugby, track, swimming) shall select a member to represent their team on the committee.
- b) Members of the O.W.S.A Sports Committee must be an active member of the Ohio Wheelchair Sports Association, Inc.
- c) The representative of a sports group/team shall be selected by the Team.

2. Power/Duties

The Purpose of this Sports Committee shall be:

- (1) To promote development of wheelchair sports group/teams and to encourage participation in O.W.S.A. sports group/team and activities.
- (2) To support each sports group/team in fund raising efforts in order to further their participation in O.W.S.A sponsored sports activities.
- (3) The O.W.S.A Sports Committee, shall establish minimum standards of participation. These standards and any revisions shall be submitted for review and approval by the Executive Committee of O.W.S.A., prior to each season as established by each sport.

3. Meetings

The Committee shall meet at the discretion of the President.

E Ohio Wheelchair Games Committee

1. Composition of the Committee

The name of the Committee shall be the Ohio Wheelchair Games Committee.
The purpose of the Committee shall be:

- a) To encourage individuals with disabilities to become members of the Ohio Wheelchair Sports Association, Inc. and participate in the wheelchair games.
- b) To preside over O.W.S.A sponsored and nationally sanctioned wheelchair games in Ohio.

2. Power/Duties

- a) The Games Director shall be a member of the Ohio Wheelchair Sports Association, Inc.
- b) The Committee shall ensure that all officials meet appropriate national sanctioning criteria.
- c) The Committee shall be responsible for verifying all participants in the Ohio Wheelchair games meet appropriate national sanctioning criteria.
- d) The Director controls the activities of the committee in accordance with O.W.S.A. policies and procedures.

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3. Members

The members of the Committee shall consist of:

- ❖ A Chairman or Games Director (or co-chair(s)).
- ❖ A Director of events.
- ❖ Assistant Directors.
- ❖ Banquet and Awards.
- ❖ Facilities coordinator.
- ❖ Honorary Chairman / Speaker.
- ❖ Medical staff.
- ❖ Program development.
- ❖ Public Relations and marketing coordinator.
- ❖ Registration coordinator.
- ❖ Volunteers coordinator.

4. Meetings

The Committee shall meet at the discretion of the Games Director.

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F Ad Hoc Committees

The president, with the approval of the Board of Trustees, may appoint special committees or ad hoc committees as he deems necessary to carry out the activities of the Corporation, and such committees shall serve at the discretion of the president.

VII. Parliamentary Authority

A Robert's Rules

1. If any matter not addressed in these bylaws be in contention, Robert's Rules of Order (revised) will prevail.

VIII. AMENDMENTS

A These By-Laws may be amended

1. Amendments to the By-laws may be adopted by two thirds of the Board of Trustees quorum with subsequent approval of two thirds of the members present at an annual meeting or a special meeting called for that purpose.

IX. DISSOLUTION

A Dissolution of Corporation

1. O.W.S.A. may dissolve for cause in accordance with Article 1702. of the Ohio Revised Code.