

**Bylaws of the Greater Houston Athletic Association
For the Physically Disabled**

Section 2 Terms of Office

- a) All officers shall serve one year terms.
- b) Officers may serve consecutive terms.

Section 3 Duties of the Officers

a) The President shall be the chief executive officer of the GHAAPD. He/she shall preside at the meetings of the BOD and at general membership meetings called by the BOD. The President, subject to the direction and supervision of the BOD, shall be responsible for the execution of the policies and programs of the BOD and the administration of the GHAAPD.

b) The Vice-President shall perform such duties as may be assigned by the BOD or the President. In the event the President is unable to carry out his or her assigned duties for any reason, the Vice-President shall have the power to perform the duties ordinarily the responsibility of the President.

c) The Secretary shall keep accurate and complete minutes of all meetings of the BOD including the annual meeting. He/she will send or give to each Director a copy of the minutes of the said meeting within an appropriate length of time.

He/she will also be responsible for giving notices of all meetings as called by the BOD including the agenda for said meeting. The Secretary shall perform such duties as may be assigned by the BOD or the President.

d) The Treasurer shall have general charge and supervision of the books and records of the accounts of the corporation. Subject to the direction of the BOD, the Treasurer shall have charge and responsibility for all cash, securities and property of the corporation.

The Treasurer shall have the usual powers and duties of a Treasurer including the power to give receipts for cash, securities and other property received by the corporation; shall have the power to disburse funds in accordance with procedures to be established by the BOD; and shall perform such additional duties as may be assigned by the BOD or the President.

e) The President may appoint from the elected Directors with the approval of the BOD a Parliamentarian to reside over the meetings. The Parliamentarian shall serve a ~~two~~ one year term.

Section 4 Removal of Directors

a) Following those procedures described in Article IV, Section 5 of these bylaws, the BOD may remove from office any Director for such violations of their fiduciary duties as mismanagement, non-management and self-dealing as described in the United Way publication "The Citizen Board in Voluntary Agencies".

ARTICLE VIII Committees

Section 1 Structure

a) The President with the approval of the BOD shall create such standing and ad hoc committees as outlined in these bylaws as necessary to conduct the affairs of the corporation. Chairpersons shall be appointed by the President with the approval of the BOD. The procedure for approving a nominee for chairperson shall follow those outlined in Article V, Section 2e, of these bylaws. The nominee may come from the current Directors or from the public at large.

**Bylaws of the Greater Houston Athletic Association
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Section 1 Structure, cont

- b) Chairpersons of both standing and ad hoc committees shall be empowered with all of the responsibilities of a Director as defined in these bylaws.
- c) Standing committees will serve in perpetuity or until the BOD dissolves it. An Ad Hoc committee will only serve until the task it is charged with is resolved.
- d) Chairperson's term shall be at least one year and until a successor has been appointed or the committee dissolved as approved by the BOD.

Section 2 Committee Members

- a) Committee members shall be appointed by the chairperson and approved of the BOD. Members are to serve for at least one year term and until their successor has been appointed and approved by the BOD.
- b) The size of the committee shall be determined by the chairperson but in no case shall it be less than three members including the chairperson.
- c) The President of the BOD of the GHAAPD shall be an Ex Officio member of all committees entitled to notification of all meetings, agendas and minutes.

Section 3 General Powers and Duties.

- a) Standing committees shall as necessary to deal with the respective business delegated by the BOD. Each committee chairperson shall be responsible for appropriate notification of its meetings; keep accurate minutes of the proceedings; making appropriate recommendations for action or inaction or reports of progress to the BOD.
- b) Ad hoc committees shall meet as necessary to dispose of the delegated business of the BOD making appropriate reports and recommendations as necessary. Ad hoc committee chairpersons shall have the same responsibilities as the chairpersons of standing committees.
- c) All committees shall serve the BOD in an advisory capacity making appropriate recommendations and serving specific duties as may be assigned by the BOD.

ARTICLE VIII Committees

Section 4 Functions of Standing Committees

The BOD may activate the following standing committees as needed to function in the following manner.

- 1) The **Fund Raising Committee** in conjunction with the Community Relations and the Facility Development Committees shall develop short and long term fund raising campaign strategies; shall plan and execute specific fund raising events; and shall investigate new areas of resources such as grants, foundations and corporate gifts.
- 2) The **Community Relations Committee** shall develop appropriate marketing and public relations strategies, media relations to include brochures, public service announcements and videos.
- 3) The **Operations Committee** shall handle all legal and fiscal business of the GHAAPD as delegated by the BOD such as audits, leases, contracts and budgets. It shall establish fiscal policy to govern the financial aspects of sports programs and its satellites including fund raising domain, accounting procedures and audits.
- 4) The **Membership Committee** shall be responsible for all aspects of membership including documentation as assigned by the BOD.
- 5) The **Volunteer Committee** shall handle all aspects of volunteer, community relations including recruitment, awards and the nomination process for new Directors of the Board.

**Bylaws of the Greater Houston Athletic Association
For the Physically Disabled**

Section 4 Functions of Standing Committees, cont

6) The **Program Development Committee** (PDC) shall handle the planning, the scheduling and coordination of events, the development of new programs or events. The composition of the Program Development Committee shall follow the guidelines described in Article X of these bylaws. All established and recognized sports programs are entitled to sit on the PDC.

7) The **Community Advisory Committee** (CAC) shall be comprised of both members from the community and partisan members of the GHAAPD. The purpose of the CAC is to serve the BOD in an advisory capacity on all aspects of medical, educational and rehabilitation issues related to the purposes of the GHAAPD.

8) The **Facility Development Committee** shall develop long-range plans and priorities related to all aspects of a facility to serve the purposes of the GHAAPD.

9) The **Alliance Committee** shall handle all relations with any health agency, national organization or publication that serves particular disabilities that are also served by the GHAAPD. Members on this committee should include representatives from various local agency chapters not to exceed one from each chapter.

ARTICLE IX Sports Steering Committee

Sports programs may be established in the community that are either on-going or competitive or both. In order for a sports program to be recognized by the GHAAPD and thereby eligible for all of its benefits, the sports program must follow all established guidelines set forth by the GHAAPD and its BOD.

Section 1 Eligibility

To be eligible for recognition, the sports program must:

- a) Must request recognition in writing at a BOD meeting.
- b) Be in compliance with all policies and guidelines established by the GHAAPD.
- c) All of its members must be eligible for membership in the GHAAPD.
- d) The Sports Steering Committee (SSC) of any sports program must have no less

than four members with no less than two members being partisan members as defined in these bylaws. Each SSC is expected to handle all issues related to that sports program as directed by the BOD.

Section 2 Entitlements

a) Each recognized Sports Steering Committee (SSC) is entitled to no less than one Director's seat and no more than two seats on the BOD. If positions total two seats, at least one must be partisan member. If the position is one seat, the SSC may select the person regardless of sport eligibility. The BOD must approve of all Directors as defined in these bylaws.

b) All active members of any SSC are entitled to eligibility for membership, benefits and positions of the GHAAPD. The President of the GHAAPD is an ex officio member of all SSCs. As such he/she is entitled to notification of all meetings and a copy of all minutes. Each SSC is entitled to one seat on the PDC.

ARTICLE X Satellite Programs

Sports Programs with an established and recognized SSC as defined in Article IX may establish a satellite program that operates under the direction of a GHAAPD recognized SSC and is in full compliance with it and the GHAAPD policies. The essence of a "satellite" is a geographical difference from its primary program of the SSC.

**Bylaws of the Greater Houston Athletic Association
For the Physically Disabled**

Section 1 Structure

a) Satellite programs established in outlying communities must operate under guidelines established by the GHAAPD BOD and executed by the SSC. In order to be recognized by and in good standing with the GHAAPD and thereby eligible to all of the benefits, a satellite program must meet the following criteria;

1) Comply with the written policies and guidelines of the GHAAPD as approved by the BOD. Communication of and compliance with GHAAPD policies is the ultimate responsibility of the governing SSC. Failure to comply with any policy may jeopardize the good standing of the SSC.

2) Comply with established directives of the respective SSC. Each of the satellite members must be an active member of the GHAAPD as described in these bylaws.

Section 2 Satellite Program Entitlements

a) Satellite Programs are entitled to one representative on the Program Development Committee. It is entitled to all the benefits afforded the parent SSC.

b) Active members of the GHAAPD from satellite programs are entitled to all of the benefits and positions open to any active member of the GHAAPD as described in these bylaws.

ARTICLE XI Executive Director

The BOD of the GHAAPD may select and hire an Executive Director or Program Director who shall assume such responsibilities and perform such duties as assigned by the BOD.

ARTICLE XII General Provisions

Section 1 Fiscal Year

The fiscal year of the GHAAPD shall be the same as the calendar year unless changed by resolution of the BOD.

Section 2 Checks and other evidence of indebtedness

All checks, drafts and other evidence of indebtedness in the name of the corporation shall be signed by either the Executive Director or the Treasurer for amounts less than one thousand dollars. Larger amounts shall require two signatures. This procedure may be changed by resolution of the BOD.

ARTICLE XIII Amendments to the Bylaws

Section 1 Procedures

These bylaws may be amended by the BOD with a 2/3's vote of Directors at any regular or special meeting provided that written notice setting forth any proposed changes is mailed or delivered to each Director at least fifteen days prior to such a meeting.