

USA DEAF SPORTS FEDERATION
CONSTITUTION, BYLAWS, AND GUIDELINES

Revised in Columbia, MD

12 December 2010

TABLE OF CONTENTS

Constitution.....	6
ARTICLE ONE. Name	6
§ 1.01 Name.....	6
§ 1.02 Affiliations.....	6
§ 1.03 Use of Name and Logo.....	6
ARTICLE TWO. Objectives	6
§ 2.01 General Goals and Objectives.....	6
§ 2.02 Coordinating and Controlling Goals and Objectives.....	6
§ 2.03 Educational and Development Goals and Objectives.....	6
§ 2.04 Athletic Competition Goals and Objectives.....	7
ARTICLE THREE. Membership	7
§ 3.01 Genders.....	7
§ 3.02 Classes of Membership.....	7
ARTICLE FOUR. Officers	7
§ 4.01 Officers.....	7
ARTICLE FIVE. Executive Board	7
§ 5.01 Members.....	7
§ 5.02 Authority.....	7
§ 5.03 Meetings.....	7
§ 5.04 Empowerment.....	8
ARTICLE SIX. House of Delegates	8
§ 6.01 Delegates.....	8
§ 6.02 Definition of a Past Officer of the Federation.....	8
§ 6.03 Constitution, Bylaws, and Guidelines Amendments.....	8
§ 6.04 Meetings and Quorum.....	9
ARTICLE SEVEN. National Sports Organizations Council.....	9
§ 7.01 Representatives.....	9
§ 7.02 Advisory Capacity.....	9
§ 7.03 Meetings.....	9
ARTICLE EIGHT. Standing Committees.....	9
§ 8.01 Standing Committees.....	9
§ 8.02 Ad Hoc Committees.....	9
§ 8.03 Liaison.....	9
ARTICLE NINE. Compliance with Corporate Laws	10
§ 9.01 Resident Agent.....	10
§ 9.02 Tax Filing Obligations.....	10
ARTICLE TEN. Indemnification.....	10
§ 10.01 Indemnification Coverage.....	10
§ 10.02 Determination of Payments.....	10
§ 10.03 Expenses.....	10
§ 10.04 Additional Rights.....	10
§ 10.05 Insurance.....	10
ARTICLE ELEVEN. Final Authority and Appeals	11
§ 11.01 Binding Rules and Decisions.....	11
§ 11.02 Rights of Athletes.....	11
ARTICLE TWELVE. Effective Dates of Rules and Revisions	11
§ 12.01 Effective Date.....	11
ARTICLE THIRTEEN. Updating and Printing of Revisions.....	11
§ 13.01 Procedures.....	11
ARTICLE FOURTEEN. Robert’s Rules of Order	Error! Bookmark not defined.
§ 14.01 Parliamentary Procedures.....	11
ARTICLE FIFTEEN. Dissolution	11
§ 15.01 Distribution of Assets and Monies.....	11
§ 15.02 Eligibility.....	11

§ 15.03 Liabilities.....	11
ARTICLE SIXTEEN. Amendments to the Constitution	12
§ 16.01 Amendments.....	12
Bylaws	12
CHAPTER ONE. Membership.....	12
§ 1.01 Supporter.....	12
§ 1.02 National Sports Organization (NSO).....	12
§ 1.03 Individual Membership.....	12
CHAPTER TWO. Officers.....	12
§ 2.01 Elections.....	12
§ 2.02 Removal of an Officer.....	12
§ 2.03 Vacancy.....	13
§ 2.04 Eligibility Limitations.....	13
§ 2.05 Officers as Members in Good Standing.....	13
CHAPTER THREE. Duties of Officers.....	13
§ 3.01 President.....	13
§ 3.02 Vice-President of Member Services.....	13
§ 3.03 Vice-President of Finance.....	13
§ 3.04 Vice-President of International Affairs.....	14
§ 3.05 Vice-President of NSO Affairs.....	14
CHAPTER FOUR. Executive Board	14
§ 4.01 Meetings.....	14
§ 4.02 Proposals.....	14
§ 4.03 Minutes.....	14
§ 4.04 Awards.....	14
§ 4.05 Appointments of the Federation’s Delegates to ICSD Congresses.....	15
CHAPTER FIVE. House of Delegates	15
§ 5.01 Reports, Recommendations, and Proposals.....	15
§ 5.02 Elections.....	15
§ 5.03 Notification of HoD Meeting.....	15
§ 5.04 Credentials Committee.....	15
§ 5.05 Certificate of Election.....	15
CHAPTER SIX. National Sports Organizations Council	15
§ 6.01 Coordination with Committees.....	15
§ 6.02 Responsibilities.....	15
§ 6.03 Meeting of Executive Board and NSO Council.....	16
CHAPTER SEVEN. Committees of the Federation.....	16
§ 7.01 General Description.....	16
§ 7.02 Appointments and Terms of Chairs and Members.....	16
§ 7.03 Procedures, Duties, and Reports.....	16
§ 7.04 Absences and Vacancies.....	16
§ 7.05 Conducting Meetings.....	16
§ 7.06 Budget.....	16
§ 7.07 Expenses.....	16
§ 7.08 Copies of Committee Minutes.....	17
§ 7.09 Donated Items and Gifts.....	17
CHAPTER EIGHT. Functions of Standing Committees	17
§ 8.01 Governance Committee.....	17
§ 8.02 Budget Committee.....	17
§ 8.03 Development Committee.....	17
§ 8.04 Games Preparation Committee.....	17
§ 8.05 US Deaf Games Committee.....	17
§ 8.06 USADSF Hall of Fame, Awards and Recognition Committee.....	17
CHAPTER NINE. Ad Hoc Committees	18
§ 9.01 Functions.....	18

CHAPTER TEN. Due Process Procedures	18
§ 10.01 Binding Decision.....	18
§ 10.02 Initial Decision.....	18
§ 10.03 Appeal.....	18
§ 10.04 US Team Procedures.....	19
§ 10.05 Member's Participation Rights During Suspension.....	19
§ 10.06 Competition Decision.....	19
§ 10.07 Athletes' Rights and Code of Conduct.....	19
§ 10.08 Suspension List.....	19
§ 10.09 Requests for Interpretations.....	19
CHAPTER ELEVEN. Financial Authority, Responsibility, Dues and Expenses	20
§ 11.01 Financial Authority.....	20
§ 11.02 Services Without Compensation.....	20
§ 11.03 Waiver of Liabilities.....	20
§ 11.04 Determination of Dues of the Federation.....	20
§ 11.05 Dues for Supporter Members.....	20
§ 11.06 Dues for NSOs.....	20
§ 11.07 Dues for Individuals.....	20
§ 11.08 Processing Fees for US Team Members.....	21
§ 11.09 Expenses of the Federation.....	21
§ 11.10 Collection of Fees, Dues, Applications, and Forms.....	21
§ 11.11 CPA-Approved Financial Accounting Software.....	21
§ 11.12 CPA Audit of the Federation's Financial Reports.....	21
§ 11.13 No Reimbursements for Loss of Wages.....	21
§ 11.14 Fiscal Year of the Federation.....	21
CHAPTER TWELVE. Funds and Uses	21
§ 12.01 General Fund.....	21
§ 12.02 S. Robey Burns Fund.....	21
§ 12.03 Winter Deaflympics Fund.....	22
§ 12.04 Summer Deaflympics Fund.....	22
§ 12.05 Pan American Deaf Games Fund.....	23
§ 12.06 Edward C. Carney Hall of Fame Fund.....	23
§ 12.07 Art Kruger Fund.....	23
CHAPTER THIRTEEN. Order of Business.....	24
§ 13.01 HoD Meeting.....	24
§ 13.02 Executive Board Meeting.....	24
§ 13.03 Standing/Ad Hoc Committee Meetings.....	24
CHAPTER FOURTEEN. National Sports Organizations	25
§ 14.01 Affiliations with USADSF/NGB.....	25
§ 14.02 51% of Board.....	25
§ 14.03 Representation at NSO Council and HoD.....	25
§ 14.04 Requirement for Receiving Financial Assistance.....	25
§ 14.05 Authority in Selection and Recommendation of Personnel for International Competitions.....	25
§ 14.06 Promoting Sport and/or Recreational Activities.....	25
§ 14.07 Organizing a Multi-Sport Tournament.....	25
§ 14.08 Providing Competition on All Levels.....	26
§ 14.09 Payment of Standard Fee to the Federation.....	26
§ 14.10 Submission of Constitution.....	26
§ 14.11 Submission of Membership List.....	26
CHAPTER FIFTEEN. USADSF Policy for International (ICSD) Sports Competition.....	26
§ 15.01 USADSF as Governing Body of US Deaf Sports in ICSD.....	26
§ 15.02 Rules and Regulations for Sponsoring Competition with Foreign Teams.....	26
§ 15.03 Invitation of Foreign Teams to Any USADSF-Sanctioned Tournament.....	27
§ 15.04 Failure of Compliance with Rules, Regulations, and Guidelines.....	27
§ 15.05 Finances and Fees.....	27
CHAPTER SIXTEEN. Hearing Loss Requirements for All Athletes	27

§ 16.01 ICSD Criteria for Pathological Definition of Deafness.....	27
§ 16.02 Copy of Hearing Test Administered by a Certified Audiologist.....	28
CHAPTER SEVENTEEN. Amendments to the Bylaws	28
§ 17.01 Amendments.....	28
Guidelines.....	28
PART ONE. USADSF Hall of Fame, Awards and Recognition Committee Guidelines	28
§ 1.01 USADSF Annual Awards Guidelines.....	28
§ 1.02 USADSF Hall of Fame Guidelines.....	28
§ 1.03 Purpose.....	28
§ 1.04 Controlling Body.....	28
§ 1.05 Responsibilities.....	28
§ 1.06 Criteria for Selection.....	28
§ 1.07 Procedures.....	29
§ 1.08 Electors.....	30
§ 1.09 Edward C. Carney Hall of Fame Fund.....	30
§ 1.10 Ceremony.....	31
§ 1.11 USADSF Sportsman and Sportswoman of the Year Guidelines.....	31
§ 1.12 Purpose.....	31
§ 1.13 Controlling Body.....	31
§ 1.14 Responsibilities.....	31
§ 1.15 Criteria for Selection.....	31
§ 1.16 Procedures.....	31
§ 1.17 Election.....	32
§ 1.18 Expenses.....	32
§ 1.19 Ceremony.....	32
PART TWO. Games Preparation Committee's Guidelines	32
§ 2.01 Purposes and Objectives.....	32
§ 2.02 Committee Description.....	33
§ 2.03 Composition.....	33
§ 2.04 Duties of Officers.....	33
§ 2.05 Committee Responsibilities and Duties.....	34
§ 2.06 Term of Office, Vacancies, and Replacements.....	35
§ 2.07 Obligations to the Federation.....	35
§ 2.08 Athletes' Regulations and Requirements.....	35
PART THREE. Development Committee Guidelines.....	36
§ 3.01 Purpose.....	36
§ 3.02 Controlling Body.....	36
§ 3.03 Site and Date of Meeting.....	36
§ 3.04 Procedures of Proposal Forms for Funds.....	37
§ 3.05 Agenda of the Meeting.....	37
§ 3.06 Allocations of Funds.....	37
§ 3.07 Disbursements of Funds to NSOs.....	37
§ 3.08 Development Fund Proposal Guidelines.....	37
PART FOUR. NSO Affiliation Criteria Policy.....	38
§ 4.01 NSO Affiliation Criteria Policy.....	38
PART FIVE. Amendments to the Guidelines	40
§ 5.01 Amendments.....	40
Abbreviations.....	41
Index.....	42

CONSTITUTION

ARTICLE ONE. Name

§ 1.01 Name.

The name of this organization, formerly known as the American Athletic Association of the Deaf, Incorporated ("AAAD"), shall be the USA Deaf Sports Federation, Incorporated ("USADSF"), hereinafter referred to as the Federation.

§ 1.02 Affiliations.

The Federation is affiliated with the United States Olympic Committee ("USOC") and the International Committee of Sports for the Deaf ("ICSD").

§ 1.03 Use of Name and Logo.

The use of the Federation's name and/or logo is mandatory on all printed materials, including but not limited to: correspondence, awards, certificates, T-shirts, caps, flyers, merchandise, advertisements, stationery, and banners.

ARTICLE TWO. Objectives

§ 2.01 General Goals and Objectives.

The general goals and objectives of the Federation shall be to:

- (a) promote and protect the mutual interests of all member organizations of the Federation, and to provide a social outlet for deaf members and their friends;
- (b) develop participation in local, regional, national and international deaf athletic competitions and recreational events under the National Sports Organizations ("NSOs"); and
- (c) stimulate healthful physical, moral, and cultural education for deaf sports enthusiasts in the United States ("US").

§ 2.02 Coordinating and Controlling Goals and Objectives.

The coordinating and controlling goals and objectives of the Federation shall be to:

- (a) establish national goals for athletic activities and encourage attainment of those goals;
- (b) coordinate and develop athletic activities in the US directly related to international competition, so as to foster productive working relationships among sports-related organizations of all nations;
- (c) exercise, through the Federation, exclusive jurisdiction over all matters pertaining to the participation of the US in the ICSD and zone games, including representation of the US in such meets, and exercise jurisdiction of the organization of the ICSD and zone games when occurring in the US; and
- (d) obtain for the US, either directly or by delegation to the appropriate NSO, the most competent representation possible in each competition and event of the ICSD and zone meets.

§ 2.03 Educational and Development Goals and Objectives.

The educational and development goals and objectives of the Federation shall be to:

- (a) provide and coordinate through the NSOs, technical information of physical training, equipment design, sports medicine, in cooperation with the USOC's National Governing Bodies ("NGBs");
- (b) encourage and support research, development and dissemination of information regarding deaf athletes and athletic programs;

- 1 (c) develop the health, character, patriotism and good citizenship of deaf youth in the US by
2 promoting and encouraging their physical fitness, moral and cultural education, and
3 public participation in athletic activities; and
- 4 (d) act as the parent organization in the development of NSOs and their regional affiliations;
5 these to be governed by the rules and regulations promulgated by the Federation.

6 **§ 2.04 Athletic Competition Goals and Objectives.**

7 The athletic competition goals and objectives of the Federation shall be to:

- 8 (a) foster and regulate uniform rules of athletic competition among members and to provide
9 adequate competition for those members who are primarily interested in athletics;
- 10 (b) promote annual national tournaments and international competitions in different sports
11 under the NSOs and such other forms of athletic competition that attract the interests of
12 the deaf; and
- 13 (c) improve and maintain the standards of the deaf athletes to the point where they can gain
14 and hold respect in competition with non-deaf teams and individuals.

15 **ARTICLE THREE. Membership**

16 **§ 3.01 Genders.**

17 Use of the pronouns "he" and "his" shall not be construed in any way as limiting officers and
18 members of the Federation to the masculine gender only.

19 **§ 3.02 Classes of Membership.**

20 The membership shall be divided into three classes:

- 21 (a) Supporter.
- 22 (b) National Sports Organization ("NSO").
- 23 (c) Individual Membership.

24 **ARTICLE FOUR. Officers**

25 **§ 4.01 Officers.**

26 The five officers of the Federation shall be as follows:

- 27 (a) President.
- 28 (b) Vice-President of Member Services.
- 29 (c) Vice-President of Finance.
- 30 (d) Vice-President of International Affairs.
- 31 (e) Vice-President of National Sports Organization Affairs.

32 **ARTICLE FIVE. Executive Board**

33 **§ 5.01 Members.**

34 The Board shall consist of the five elected officers and shall conduct the official business and
35 administration of the Federation subject only to the provisions of the Constitution, Bylaws, and
36 Guidelines of the Federation.

37 **§ 5.02 Authority.**

38 The Board shall be the final authority for any and all issues connected with any national tournament,
39 national sports festival or national sports try-out.

40 **§ 5.03 Meetings.**

41 The Board shall meet at least three times per year and such meetings shall be open to all members
42 of the Federation except for those matters pertaining to litigation or personnel issues.

1 **§ 5.04 Empowerment.**

2 The Board shall be empowered to take such action as a majority of its members believes appropriate
3 in the event they have knowledge that the Constitution, Bylaws, and Guidelines of the Federation
4 have been violated, regardless of a lack of formal complaint.

5 **ARTICLE SIX. House of Delegates**

6 **§ 6.01 Delegates.**

7 Voting members of the House of Delegates (“HoD”) shall consist of the following:

- 8 (a) For each NSO, a Group A member (classified as a Deaflympic Sport conforming to the
9 regulations of the Federation/ICSD and is an affiliate of its NGB) shall be entitled to two
10 delegates.
- 11 (b) For each NSO, a Group B member (classified as a non-Deaflympic Sport conforming to
12 the regulations of the Federation and is an affiliate of its NGB) shall be entitled to one
13 delegate.
- 14 (c) For each NSO, a Group C member (classified as a non-Deaflympic Sport conforming to
15 the regulations of the Federation and is not an affiliate of its NGB) shall be entitled to one
16 delegate.
- 17 (d) For each NSO, a Group D member (classified as a non-Deaflympic Sport conforming to
18 the regulations of the Federation and is not an affiliate of its NGB and is limited to youth,
19 scholastic and/or recreational activities) shall be entitled to one non-voting delegate.
- 20 (e) In addition, each NSO shall be entitled to:
- 21 (1) one delegate if it has more than 300 paid USADSF individual members;
- 22 (2) two delegates if it has more than 600 paid USADSF individual members; and
- 23 (3) three delegates if it has more than 1000 paid USADSF individual members.
- 24 (f) Other voting delegates shall be:
- 25 (1) each member of the Executive Board,
- 26 (2) each Past Officer of the Federation, and
- 27 (3) Chairs of standing committees.
- 28 (g) No person shall be entitled to more than one vote, regardless of holding multiple offices.
- 29 (h) Each delegate shall be an individual member in good standing with the Federation for at
30 least one year prior to the HOD meeting, and the organization he represents shall meet
31 the membership criteria as outlined in Article Three of this Constitution.

32 **§ 6.02 Definition of a Past Officer of the Federation.**

33 A Past Officer of the Federation shall be defined as a former member of the Executive Board who
34 has served a full term in his respective office and shall become a non-voting delegate four years after
35 his term has expired.

36 **§ 6.03 Constitution, Bylaws, and Guidelines Amendments.**

37 The Constitution, Bylaws, and Guidelines of the Federation may be amended by the HoD at a
38 properly constituted meeting of the House.

- 39 (a) The Vice-President of Member Services shall issue a request for proposed revisions to
40 the Constitution, Bylaws, and Guidelines, to the membership at least 120 days in
41 advance of the HoD meeting.
- 42 (b) Any member of the Federation may submit a proposed amendment in writing, at least 60
43 days in advance of the HoD meeting, to the Vice-President of Member Services.

1 (c) All written proposals, amendments, and any other changes relative to management,
2 structure, and function of the Federation shall be submitted to the Vice-President of
3 Member Services.

4 (1) The Vice-President of Member Services shall forward such proposals and
5 amendments to the Governance Committee to review and act upon.

6 (2) The Chair of the Governance Committee shall present the recommendations of
7 the Governance Committee to the delegates at the HoD for their action during
8 the HoD meeting.

9 (d) Only the Executive Board may submit written, proposed amendments from the floor.

10 **§ 6.04 Meetings and Quorum.**

11 The HoD meeting shall be held annually.

12 (a) For the transaction of business at the HoD meeting, a quorum shall consist of one-fifth
13 (1/5) of the total number of delegates allowed by Section 6.01 of this article.

14 (b) The number of delegates meeting the quorum criteria shall be determined and made a
15 part of the agenda 30 days in advance of the meeting.

16 **ARTICLE SEVEN. National Sports Organizations Council**

17 **§ 7.01 Representatives.**

18 The National Sports Organizations Council ("NSO Council") shall consist of one representative from
19 each NSO and the Vice-President of NSO Affairs.

20 **§ 7.02 Advisory Capacity.**

21 The NSO Council shall serve in an advisory capacity on all matters pertaining to the NSO and
22 international sports competition.

23 **§ 7.03 Meetings.**

24 The NSO Council shall hold annual meetings and special meetings as requested by a majority of
25 the NSO Council.

26 **ARTICLE EIGHT. Standing Committees**

27 **§ 8.01 Standing Committees.**

28 The following shall be standing committees of the Federation:

29 (a) Finance Committee.

30 (b) US Deaf Games Committee.

31 (c) Development Committee.

32 (d) Governance Committee.

33 (e) USADSF Hall of Fame, Awards and Recognition Committee.

34 (f) Games Preparation Committee.

35 **§ 8.02 Ad Hoc Committees.**

36 The Executive Board shall have the authority to establish ad hoc committees, if necessary, in order
37 to meet the needs of the organization.

38 **§ 8.03 Liaison.**

39 An officer of the Federation shall serve as the Federation's liaison with each committee and shall
40 report directly to the Executive Board.

1 ARTICLE NINE. Compliance with Corporate Laws

2 **§ 9.01 Resident Agent.**

3 The person designated by the Executive Board as the resident agent of the Federation, incorporated
4 in the state of Maryland, shall comply with the rules and policies of the various federal, state and
5 local governments on financial reports, forms and transactions.

6 (a) He shall coordinate with the appropriate officers, auditors, trustees, accountant and
7 advisors on related matters.

8 (b) He may seek legal counsel when warranted.

9 **§ 9.02 Tax Filing Obligations.**

10 Specifically, the IRS Form 990 shall be filed on time. City/State sales taxes, where applicable, and
11 any other applicable taxes shall be remitted to the appropriate governmental agency.

12 (a) The officers of the Federation shall comply with any legitimate and reasonable request or
13 requirement issued by any governmental agency.

14 (b) The names and mailing addresses of all newly registered agents and officers shall be
15 updated and submitted to any governmental agency as may be required.

16 ARTICLE TEN. Indemnification

17 **§ 10.01 Indemnification Coverage.**

18 The Federation shall indemnify each of its present officers, employees or official representatives,
19 against all expenses actually and reasonably incurred by such person (including, but not limited
20 to, judgments, costs and counsel fees) in connection with the defense of any pending or
21 threatened litigation to which such person is, or is threatened to be made, a party because such
22 person is or was serving in such capacity. This right of indemnification shall also apply to
23 expenses of litigation which is compromised or settled, including amounts paid in settlement, if
24 the Federation shall approve such settlement. Such person shall be entitled to be indemnified if
25 he acted in good faith and in a manner he reasonably believed to be in, and not opposed to, the
26 best interests of the Federation. The termination of any litigation by judgment, order, settlement,
27 conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a
28 presumption that the person did not act in good faith and in a manner reasonably believed to be
29 in, and not opposed to, the best interests of the Federation.

30 **§ 10.02 Determination of Payments.**

31 Any amount payable as indemnification under this Article shall be determined and paid by the
32 Federation pursuant to a determination by a majority vote of the HoD, that such person seeking
33 indemnification has met the standards of conduct set forth in this Article.

34 **§ 10.03 Expenses.**

35 Any expenses incurred by such person in connection with the defense of any litigation may be
36 made by the Federation in advance of a final disposition of such litigation upon receipt of an
37 undertaking by such person to repay such amount if it is determined under Section 10.02 hereof
38 that such person is not entitled to be indemnified under this Article.

39 **§ 10.04 Additional Rights.**

40 The right of indemnification under this Article shall be in addition to, and not exclusive of, all other
41 rights to which such person may be entitled.

42 **§ 10.05 Insurance.**

43 The Executive Board may, at its discretion, authorize the purchase of insurance on behalf of any
44 persons indemnifiable under this Article. Such insurance may include provisions for
45 indemnification of such persons for expenses of a kind not subject to indemnification under this
46 Article.

1 ARTICLE ELEVEN. Final Authority and Appeals

2 § 11.01 Binding Rules and Decisions.

3 In cases of conflicts between decisions and the rules of the NSOs and their regions, and those
4 adopted by the HoD, the last shall be considered official and decisive.

5 § 11.02 Rights of Athletes.

6 No member may deny or threaten to deny any amateur athlete the opportunity to compete in any
7 sport competition subject to the provisions set out in the regulations and guidelines.

8 ARTICLE TWELVE. Effective Dates of Rules and Revisions

9 § 12.01 Effective Date.

10 Amendments or revisions to the Constitution, Bylaws, and Guidelines of the Federation shall go
11 into effect after ratification immediately upon the conclusion of the HoD meeting unless otherwise
12 ordained by the HoD.

13 ARTICLE THIRTEEN. Updating and Printing of Revisions

14 § 13.01 Procedures.

15 The revisions to the Constitution, Bylaws, and Guidelines of the Federation shall be printed every
16 year.

17 (a) The printed materials shall be sent to NSO Secretaries, Executive Board members,
18 members of the Governance Committee, and Chairs of all standing committees within 60
19 days of ratification.

20 (b) The Constitution, Bylaws, and Guidelines of the Federation shall be placed on the
21 Federation's web page and updated within 30 days of any revisions. A printed copy shall
22 be mailed to any individual member upon written or electronic mail request.

23 ARTICLE FOURTEEN. Robert's Rules of Order

24 § 14.01 Parliamentary Procedures.

25 Any parliamentary procedures not covered specifically by the existing rules of the Federation
26 shall be determined by referring to a current edition of *Robert's Rules of Order*.

27 (a) The Vice-President of Member Services shall have a copy and make it available at every
28 meeting of the Executive Board and the HoD.

29 (b) The Presiding officer shall appoint a parliamentarian before every meeting, and, upon
30 request, the appointed parliamentarian shall advise the Presiding officer on proper
31 procedures.

32 ARTICLE FIFTEEN. Dissolution

33 § 15.01 Distribution of Assets and Monies.

34 In the event of dissolution of the corporation, all tangible assets shall be sold and all monies realized
35 therefrom, together with any other monies remaining, shall be equally divided among all affiliated
36 NSOs, provided that they are qualified tax-exempt organizations under the Internal Revenue Service
37 code, or shall be held in trust by a non-profit organization as designated by the Executive Board
38 against the eventual revival of this or a similar tax-exempt organization.

39 § 15.02 Eligibility.

40 A similar organization shall be eligible to receive these funds only after it has been in existence for a
41 minimum of five years.

42 § 15.03 Liabilities.

43 In no case shall the NSOs, supporters and individuals be liable for any debts of this organization.

1 ARTICLE SIXTEEN. Amendments to the Constitution

2 **§ 16.01 Amendments.**

3 The Constitution may be amended, altered or revoked at the HoD meeting by a two-thirds (2/3)
4 vote of the HoD delegates present and voting, in accordance with the amendment procedures as
5 defined in Article 6.03.

6 [--- End of Constitution ---]

7 **BYLAWS**

8 CHAPTER ONE. Membership

9 **§ 1.01 Supporter.**

10 A supporter member is defined as any organization that supports the goals and objectives of the
11 Federation and contributes to its support.

12 **§ 1.02 National Sports Organization (NSO).**

13 National sports organizations ("NSO") are defined in Chapter 14 of these Bylaws.

14 **§ 1.03 Individual Membership.**

15 Individuals shall be members of the Federation in one of the following classifications:

- 16 (a) Coaches, athletes, medical personnel, aides, and assistants on the US Teams
17 participating in the Deaflympics or any other ICSD-sponsored international competition
18 and in the regional and national events of the NSOs.
- 19 (b) Any individuals promoting the sports interest of the Federation.
- 20 (c) All officers of the Federation, NSO officers, Deaflympic athletes and committee members
21 shall be individual members of the Federation.

22 CHAPTER TWO. Officers

23 **§ 2.01 Elections.**

24 The officers of the Federation shall be elected to four-year terms and may not be elected for more
25 than two consecutive terms in the same office.

- 26 (a) The officers shall be elected by the delegates during the HoD meeting following the close
27 of the Deaflympics and shall assume office immediately after the close of the HoD
28 meeting.
- 29 (b) The following two officers shall be elected in the same year as the Summer Deaflympics:
30 (1) Vice-President of Member Services.
31 (2) Vice-President of International Affairs.
- 32 (c) The following three officers shall be elected in the same year as the Winter Deaflympics:
33 (1) President.
34 (2) Vice-President of Finance.
35 (3) Vice-President of NSO Affairs.
- 36 (d) The Vice-President of NSO Affairs shall be elected from a list of up to three candidates
37 nominated by the NSO Council.

38 **§ 2.02 Removal of an Officer.**

39 By a two-thirds (2/3) vote of the Executive Board or a majority vote of the HoD, an officer may be
40 removed for cause, including failure to perform his assigned duties, or for conduct tending to impair
41 his usefulness as a member of the Executive Board.

1 **§ 2.03 Vacancy.**

2 In case of a vacancy on the Executive Board for any reason, the Executive Board may appoint a
3 member of the Federation to fill the unexpired term. In the event of a vacancy in the office of the
4 President, first choice shall be any other member of the Executive Board, and second choice shall be
5 any member of the Federation. The appointment shall not constitute an "elected" term as limited in
6 Section 2.01 of this Chapter.

7 **§ 2.04 Eligibility Limitations.**

8 (a) Any NSO officer who is elected as an officer of the Federation shall immediately resign
9 from his NSO office.

10 (b) A candidate for any office of the Federation shall have been an individual member in
11 good standing for at least four consecutive years prior to the meeting of the HoD at which
12 the election is held.

13 **§ 2.05 Officers as Members in Good Standing.**

14 All officers of the Federation shall be individual members in good standing.

15 **CHAPTER THREE. Duties of Officers**

16 **§ 3.01 President.**

17 The President shall:

18 (a) be the chief executive officer of the Federation and shall enforce the provisions of the
19 Constitution, Bylaws, and Guidelines of the Federation;

20 (b) appoint the Chairs and members of all standing and ad hoc committees and shall serve
21 ex-officio as a member of all committees;

22 (c) preside at all meetings of the Executive Board and the HoD; and

23 (d) assign duties to other officers and all committees as deemed necessary.

24 **§ 3.02 Vice-President of Member Services.**

25 The Vice-President of Member Services shall:

26 (a) perform all of the duties of the President in the temporary or permanent absence of the
27 President;

28 (b) receive all requests for interpretations of rulings through the proper channels: from NSO
29 to the Executive Board, and make copies of such binding rulings to all appropriate
30 members of the Federation;

31 (c) rule on all questions pertaining to the Constitution, Bylaws, and Guidelines, rules and
32 regulations of the Federation;

33 (d) oversee the Governance and USADSF Hall of Fame, Awards and Recognition
34 Committees.

35 **§ 3.03 Vice-President of Finance.**

36 The Vice-President of Finance shall:

37 (a) be responsible for all matters pertaining to budgets, investments, and funds of the
38 Federation and all of its committees;

39 (b) direct brokers on purchase and sale of the Federation's securities and investments;

40 (c) apply for all grants available to the Federation and its committees in coordination with the
41 President, other officers, and selected members;

42 (d) prepare a four-year fiscal plan for the Federation, USOC, and/or Deaflympics-related
43 activities in coordination with the Vice-President of International Affairs; and

44 (e) oversee the Finance Committee.

1 **§ 3.04 Vice-President of International Affairs.**

2 The Vice-President of International Affairs shall:

- 3 (a) be responsible for all matters pertaining to the Deaflympics;
- 4 (b) oversee the Games Preparation Committee;
- 5 (c) oversee all related athletic and ICSD-sponsored competitions;
- 6 (d) coordinate with the Vice-President of Finance in preparing a four-year fiscal plan for
- 7 Deaflympic activities;
- 8 (e) be a delegate to the ICSD Summer and Winter Congresses; and
- 9 (f) write the *USA Delegation to the ICSD Congress Report* on briefs of ICSD mission,
- 10 objectives, and changes that would affect the Federation, and publish the report in *Inside*
- 11 *USADSF* and on the Federation's web page.

12 **§ 3.05 Vice-President of NSO Affairs.**

13 The Vice-President of NSO Affairs shall:

- 14 (a) be responsible for all matters pertaining to the NSOs;
- 15 (b) oversee the development, education and training of athletes;
- 16 (c) serve as Chair of the NSO Council;
- 17 (d) oversee the US Deaf Games and the Development Committees; and
- 18 (e) provide services to related national sports events, the US Deaf Games events and all
- 19 NSOs.

20 **CHAPTER FOUR. Executive Board**

21 **§ 4.01 Meetings.**

22 The National Office shall publish the place and time of all Executive Board meetings at least one

23 month in advance, unless the President or a majority of the Executive Board calls for a special

24 meeting.

- 25 (a) A quorum of three officers is needed to conduct official business.
- 26 (b) All reasonable expenses of the Executive Board shall be paid by the Federation.

27 **§ 4.02 Proposals.**

28 Any individual member or NSO may submit a written proposal to the Executive Board at least 30

29 days in advance to be considered by the Executive Board for official action, and such proposals may

30 be referred to the HoD for consideration.

- 31 (a) The Executive Board may accept or reject any official recommendation of any committee
- 32 or council by majority vote; it may not change the decision of the USADSF Hall of Fame,
- 33 Awards and Recognition Committee on the list of inductees to the USADSF Hall of Fame.

34 **§ 4.03 Minutes.**

35 Minutes of the Executive Board and any of its committee meetings shall be provided to all member

36 organizations, to all delegates attending the HoD meeting and, upon request, to any individual

37 member.

38 **§ 4.04 Awards.**

39 The Executive Board shall be responsible for the following four permanent awards from the

40 Federation:

- 41 (a) The Art Kruger Award (long time service to the Federation);
- 42 (b) The President Award (outstanding service);
- 43 (c) The Executive Board Award (special recognition); and

1 (d) The Jerald M. Jordan Award (Deaflympic achievement/ICSD leadership).

2 **§ 4.05 Appointments of the Federation's Delegates to ICSD Congresses.**

3 The Executive Board shall appoint two delegates to attend the ICSD Winter and Summer
4 Congresses; at least one of them shall be from the Executive Board. The Vice-President of
5 Finance shall be instructed to pay all related expenses of the delegates after the expenses are
6 discussed and modified by the Executive Board.

7 **CHAPTER FIVE. House of Delegates**

8 **§ 5.01 Reports, Recommendations, and Proposals.**

9 The House of Delegates shall receive written reports from all committees, councils, member
10 organizations of the Federation and the Executive Board pertaining to activities of the Federation.

11 (a) The HoD may accept or reject any recommendations of committees or councils by a
12 majority vote.

13 (b) The HoD may consider any proposals referred to it by the Executive Board, NSO Council
14 or any committee.

15 **§ 5.02 Elections.**

16 The delegates shall elect all officers of the Federation during the meeting of the HoD following the
17 conclusion of the Summer Deaflympics.

18 (a) The meeting shall be held at a site, day and time selected by the Executive Board,
19 provided that it be made convenient to a majority of the delegates.

20 **§ 5.03 Notification of HoD Meeting.**

21 The President shall send notice of the HoD meeting and delegate forms to all eligible delegates and
22 secretaries of all NSOs at least 60 days in advance.

23 (a) The quantity of delegate forms being sent to a NSO secretary shall match the maximum
24 number of delegate seats allowed for that NSO.

25 (b) All completed and signed delegate forms shall be returned to the National Office at least
26 30 days in advance of the HoD meeting.

27 **§ 5.04 Credentials Committee.**

28 The President, with approval of the Executive Board, shall select a committee of three to be the
29 Credentials Committee. The President shall give to such committee all completed delegate forms at
30 the commencement of the annual meeting. The committee shall adjudicate all disputes involving
31 credentials, and its decisions shall be final.

32 **§ 5.05 Certificate of Election.**

33 At or before the HoD meeting, each representative or delegate shall present a copy of the delegate
34 form or other identification document to the credentials committee. Failing to do so, the
35 representative or delegate may be refused to be seated.

36 **CHAPTER SIX. National Sports Organizations Council**

37 **§ 6.01 Coordination with Committees.**

38 The NSO Council shall work in coordination with the Games Preparation Committee in providing and
39 selecting members of the US Teams needed for international sports competition and with the
40 Development Committee in preparing deaf athletes for national and international competition.

41 **§ 6.02 Responsibilities.**

42 The NSO Council shall be responsible for:

43 (a) monitoring allocations of resources to ensure fairness and equality among the NSOs;

44 (b) reporting to the Executive Board on issues and concerns of the NSOs via the Vice-
45 President of NSO Affairs;

46 (c) reviewing NSO policies and procedures;

- 1 (d) ensuring that the NSO representatives are on the mailing list for the *USADSF Bulletin*
2 and for encouraging each NSO to submit articles; and
- 3 (e) nominating the USADSF Sportsman and Sportswoman of the Year.

4 **§ 6.03 Meeting of Executive Board and NSO Council.**

5 The Executive Board and the NSO Council shall meet jointly the day before the HoD meeting.

6 **CHAPTER SEVEN. Committees of the Federation**

7 **§ 7.01 General Description.**

8 Each committee shall report on matters and decisions within its jurisdiction and present them for
9 action to the Executive Board. The duties and responsibilities of each committee shall be set in the
10 Bylaws. All annual committee budget items shall be approved in advance by the Executive Board.

11 **§ 7.02 Appointments and Terms of Chairs and Members.**

12 The President, with the approval of the Executive Board, shall appoint the Chairs and members of all
13 committees. The term of ad hoc committee members shall expire upon the completion of their work
14 and forwarding of their reports.

15 **§ 7.03 Procedures, Duties, and Reports.**

16 All committees, unless otherwise required by the Constitution, Bylaws, and Guidelines of the
17 Federation, or by vote of the Executive Board, shall determine their own rules or procedures,
18 including reasonable notification of meetings. The President or the Executive Board may assign
19 other duties to each committee as needed. Each committee shall send a report of its meetings to the
20 Executive Board on a regular basis.

21 **§ 7.04 Absences and Vacancies.**

22 The absence of a committee member, without adequate excuse, from two or more consecutive
23 meetings may be construed as his resignation from such committee by majority vote of the other
24 members of the committee. Vacancies in all committees may be filled immediately by the Chair of
25 that committee on an interim basis, subject to ratification by the Executive Board.

26 **§ 7.05 Conducting Meetings.**

27 Committee meetings shall be conducted in the following manner:

- 28 (a) Each committee shall have a designated member from the Executive Board to oversee
29 and ensure that communication takes place at all levels.
- 30 (b) The Chair of the committee shall consult with the Federation's liaison officer to establish
31 a mutually convenient meeting site, date, and time.
- 32 (c) After meeting and travel arrangements have been secured, the Chair of the committee
33 shall distribute the agenda to every member of the committee and the Federation's
34 liaison officer at least two weeks in advance of the scheduled meeting.
- 35 (d) The meeting shall remain open to all members of the Federation, but it may be
36 permissible for an executive session to be called for discussion of personnel matters.
- 37 (e) The Chair of the committee shall appoint a member of the committee to be a secretary to
38 take the minutes of the meeting.
- 39 (f) The minutes from the committee meeting shall be made available to every committee
40 member and the Federation's liaison officer within 45 days from the date of the said
41 meeting.

42 **§ 7.06 Budget.**

43 Each committee shall have its own budget with the Chair of the committee being responsible for
44 managing each budget allocation. The sources of allotment shall vary from committee to committee.

45 **§ 7.07 Expenses.**

46 The Chair of each committee shall arrange the lodgings via the local host with the expectation that
47 the host shall assume all costs for lodgings. The Federation's liaison officer for the said committee

1 shall arrange transportation for the committee members from their homes to the site of the meeting
2 (transportation expenses shall be from the said committee's budget). There shall be no per diem
3 allowance to attend the committee meetings. The Federation's liaison officer shall have the
4 authority to approve any expenses for meeting-related expenses excluding lodging and per diem.

5 **§ 7.08 Copies of Committee Minutes.**

6 Each committee shall submit such copies of the minutes of the committee's meetings to the
7 National Office for filing and record-keeping purposes.

8 **§ 7.09 Donated Items and Gifts.**

9 Any committee member or committee receiving donated items and gifts from resources such as
10 industry, business, corporations, etceteras, shall report the said donated items or gifts to the
11 National Office. These shall be considered property of the Federation and recorded at the
12 National Office. The items shall be forwarded to the Executive Board on request or on
13 completion of their use by any committee member or committee.

14 **CHAPTER EIGHT. Functions of Standing Committees**

15 **§ 8.01 Governance Committee.**

16 The Governance Committee shall consist of the Vice-President of Member Services as a liaison
17 officer and three other members of the Federation. It shall have the authority to propose revisions
18 and amendments to the Constitution, Bylaws, and Guidelines of the Federation, and shall present
19 them for action at the meeting of the Executive Board and the HoD. As a Grievance Appeals Board,
20 it shall have the authority to adjudicate all grievances in accordance with due process provisions in
21 Chapter 10 of these Bylaws.

22 **§ 8.02 Finance Committee.**

23 The Finance Committee shall consist of the Vice-President of Finance s a liaison officer and three
24 other members of the Federation. It shall have the authority to handle all matters pertaining to the
25 establishment of the annual budget of the Federation, and to prepare a quadrennial budget of
26 income and expenses of the Federation. It shall review all investments on a quarterly basis and
27 make recommendations, if any, to the Executive Board at least annually on any investment policy
28 and its implementation.

29 **§ 8.03 Development Committee.**

30 The Development Committee shall consist of the Vice-President of NSO Affairs as a liaison officer
31 and at least three other members of the Federation. It shall have the authority in all matters
32 pertaining to the training and educating of deaf athletes for better participation in NSO-related and
33 international sports competitions. It shall be responsible for sponsoring or establishing workshops,
34 training programs, and seminars for deaf athletes of all ages and for coordinating such programs with
35 other committees and with educational institutions.

36 **§ 8.04 Games Preparation Committee.**

37 The Games Preparation Committee shall consist of the Vice-President of International Affairs as a
38 liaison officer and other members of the Federation. It shall have the coordinating authority in all
39 matters pertaining to the selection and participation of the United States deaf athletes and team
40 officials by NSOs in international competitions.

41 **§ 8.05 US Deaf Games Committee.**

42 The US Deaf Games Committee shall consist of the Vice-President of NSO Affairs as a liaison officer
43 and four other members of the Federation. It shall have the authority in all matters pertaining to the
44 selection and participation in the US Deaf Games.

45 **§ 8.06 USADSF Hall of Fame, Awards and Recognition Committee.**

46 The USADSF Hall of Fame, Awards and Recognition Committee shall consist of a Chair and four
47 Hall of Fame members, selected by the President for a staggered term of four years. The Vice-
48 President of Member Services shall serve as the committee's liaison officer. It shall have the
49 authority in all matters pertaining to the selection of inductees and athletes and conducting such
50 elections of candidates to the USADSF Hall of Fame and USADSF Sportsman and Sportswoman of
51 the Year in accordance with the Constitution, Bylaws, and Guidelines of the Federation. Financial

1 records shall continue to be maintained and funds managed by the Vice-President of Finance, but
2 the committee shall independently determine the disbursement of funds. Members of the Committee
3 may not hold office in the Federation or any NSO and may be replaced for cause at the discretion of
4 the Chair with the approval of the Executive Board.

5 CHAPTER NINE. Ad Hoc Committees

6 § 9.01 Functions.

7 The President, the Executive Board, or the HoD may establish ad hoc committees. Ad hoc
8 committees shall address such duties as directed, report to the Executive Board and/or HoD, and
9 expire upon the completion of their reports.

10 CHAPTER TEN. Due Process Procedures

11 § 10.01 Binding Decision.

12 Any decision rendered by the NSOs or the Federation (“organization”) shall be binding upon all
13 members of the Federation, unless a complaint is appropriately filed and attended to within 15
14 days after receipt of said complaint.

- 15 (a) The organization may render a decision involving its member and may suspend a
16 member for reasonable cause.
- 17 (b) Each NSO shall have its own *due process* procedures in rendering decisions and
18 handling complaints filed by its members. In the absence of such written procedures, the
19 NSO shall follow the procedures set forth in this chapter using its own officers and
20 committee members to handle such complaints and appeals.
- 21 (c) Any decision rendered by a member organization of the NSO shall not be binding until
22 such decision is made in full compliance with the NSO’s *due process* procedures.

23 § 10.02 Initial Decision.

24 The organization shall render a decision in writing after considering all facts from all parties.

- 25 (a) The organization shall provide the member with written notice of the decision or
26 suspension. Said decision, including any suspension, shall include reasonable
27 conditions to which the member must comply with.
- 28 (b) The written notice shall contain, at a minimum, the following:
- 29 (1) names and addresses of all involved parties;
 - 30 (2) the factual basis upon which the decision is issued;
 - 31 (3) the grounds upon which the decision is based;
 - 32 (4) the condition of the decision; and
 - 33 (5) the remedies for complying with the decision.
- 34 (c) The member shall have the right to appeal the decision with the Vice-President of
35 Member Services within 15 days of receiving notice of the decision.

36 § 10.03 Appeal.

37 The appeal shall be handled by the Vice-President of Member Services, a member of the
38 Governance Committee, or an Executive Board-appointed representative to be designated as a
39 hearing officer.

- 40 (a) The written appeal shall contain, at a minimum, the following:
- 41 (1) names and addresses of all involved parties;
 - 42 (2) copies of all documents and written decision provided during the informal
43 investigation;
 - 44 (3) the alleged grounds of non-compliance;

1 (4) supporting evidence or documentation forming the basis of the appeal; and

2 (5) the relief sought.

3 (b) The hearing officer shall be fair and impartial and shall give all parties a reasonable
4 opportunity to present oral or written evidence, to cross-examine witnesses, and to
5 present such factual or legal claims as desired. Hearings shall be open to the public and
6 recorded by video camera or any other means to provide a transcript. The rule of
7 evidence shall not be strictly enforced, thus allowing all information to be presented.

8 (c) The burden of proof shall be upon the appellant who shall present all evidence
9 challenging the written findings. Upon completion of the presentation of evidence, the
10 respondent may move to dismiss for failure to sustain the burden of proof. If such motion
11 to dismiss is denied, the respondent shall have the burden of going forward with evidence
12 in opposition to the complaint and in support of its position.

13 (d) The procedures are intended to be flexible.

14 (e) The decision rendered by the hearing officer shall be final.

15 **§ 10.04 US Team Procedures.**

16 If the complaint is filed by:

17 (a) a participant on the US Team, then the complaint shall be filed with the *Chef de Mission*
18 or a designated representative appointed by the President, who shall be fair and
19 impartial; conduct an informal investigation in the complaint; meet with the participant;
20 obtain written information and documents; provide an opportunity for hearing; attempt to
21 resolve said complaint; and submit a written finding to both the complainant and the
22 respondent.

23 (b) an NSO participant who is qualifying for the US Team or is not involved with the US
24 Team, said complaint shall be filed with the respective NSO and handled accordingly.

25 **§ 10.05 Member's Participation Rights During Suspension.**

26 The member may be barred from competition in any USADSF-sanctioned or NSO-sanctioned event
27 during the hearing process, except when a monetary amount owed is less than \$100.00.

28 **§ 10.06 Competition Decision.**

29 Notwithstanding any other provision of this Chapter, the final decision of a referee during a
30 competition regarding a field of play decision (a matter set forth in the rules of the competition to
31 be within the discretion of the referee) shall not serve as a basis for filing a complaint unless the
32 decision is (1) outside the authority of the referee to make or (2) the product of fraud, corruption,
33 partiality or other misconduct of the referee. For the purpose of this section, the term "referee"
34 shall include any individual with discretion to make field of play decisions.

35 **§ 10.07 Athletes' Rights and Code of Conduct.**

36 The Executive Board shall have the authority to approve the Athletes' Rights and Code of
37 Conduct.

38 **§ 10.08 Suspension List.**

39 All suspensions or actions involving members of the Federation and NSO members shall be
40 provided to the Vice-President of NSO Affairs.

41 (a) The Vice-President of NSO Affairs shall review whether the organization complied with
42 the due process procedure as set in this Chapter and whether the conditions of the
43 suspensions are appropriate and of limited duration in accordance with the circumstance
44 of the suspension or action taken against the member.

45 (b) The Vice-President of NSO Affairs shall then make the list available.

46 **§ 10.09 Requests for Interpretations.**

47 Request for interpretations of rulings and/or Bylaws shall be made by members of the Federation
48 to the Vice-President of Member Services through the proper channels; or by members of the

1 NSO to its NSO's board of directors, and then on to the Vice-President of Member Services.
2 Copies of such decisions shall be made available to all appropriate members of the Federation.
3 The ruling of the Vice-President of Member Services shall be binding and remain in force unless
4 modified by the Executive Board.

5 CHAPTER ELEVEN. Financial Authority, Responsibility, Dues and Expenses

6 § 11.01 Financial Authority.

7 The Executive Board shall have the authority and the right to delegate authority to solicit, collect, or
8 receive and to disburse funds for the support of its activities and for financing the participation of the
9 US in the international and national competitions.

10 § 11.02 Services Without Compensation.

11 All officers, directors, and members of committees of the Federation shall act and serve without
12 compensation in the aid of the educational purposes of the Federation, as described in Article Two,
13 except as otherwise specifically provided in the Constitution, Bylaws, and Guidelines.

14 § 11.03 Waiver of Liabilities.

15 No individual officer, director, or member of a committee of the Federation shall be held personally
16 liable in respect to any debt or other obligation incurred in the name of the Federation or any of its
17 committees pursuant to authority granted directly or indirectly by the Executive Board. The
18 Executive Board shall adopt a standard form or contract restricting recourse for payment of the
19 assets of the Federation.

20 § 11.04 Determination of Dues of the Federation.

21 The HoD shall annually determine the dues of the Federation for the succeeding calendar year.
22 Such dues shall be fixed on an equitable basis and shall be due and payable as determined by the
23 National Office.

24 § 11.05 Dues for Supporter Members.

25 Each supporter member shall pay annual supporter dues in an amount as determined in Section
26 11.04, payable to the National Office.

27 § 11.06 Dues for NSOs.

28 Each NSO shall pay annual affiliation fees in an amount as determined in Section 11.04, payable
29 to the National Office.

30 § 11.07 Dues for Individuals.

31 (a) Each individual member shall pay dues or fees in an amount as determined by Section
32 11.04, payable to the declared NSO for each sport he/she participates in ("*participation*
33 *fee*"), or to the National Office if he/she chooses not to participate in any NSO sponsored
34 events ("*annual membership dues*").

35 (b) A paid-in-full individual member shall be entitled to a one-year:

- 36 (1) USADSF membership,
- 37 (2) subscription to the *USADSF Bulletin*,
- 38 (3) subscription to the *Inside USADSF* publication, by request only,
- 39 (4) the privilege of buying the *Annual Deaf Sports Review* magazine, on a net cost
40 basis,
- 41 (5) applicable insurance coverage during sponsored events,
- 42 (6) voice and voting rights as an approved delegate for a NSO at the HoD; and
- 43 (7) other USADSF membership benefits, as so stated or enacted by the HoD or
44 Executive Board.

45 (c) Officers of this Federation, members of each standing committee, officers of each NSO,
46 individuals of each USA Team delegation in ICSD- and PANAMDES-sanctioned
47 competitions, and individuals who participate in USADSF-funded activities, NSO-funded

1 activities and Deaflympic tryouts shall be individual members of this Federation, prior to
2 participation in the activities or events.

3 **§ 11.08 Processing Fees for US Team Members.**

4 All members of any sport team (including all athletes, coaches, team managers, and supporting
5 personnel assigned solely to that team) who participate in Deaflympics or Pan American Deaf
6 Games or World Championships shall pay a one-time, non-refundable processing fee, the
7 amount to be determined by the Executive Board, prior to participation in the activities or events.

8 **§ 11.09 Expenses of the Federation.**

9 The expenses of the Federation shall be as follows:

- 10 (a) Receipts from dues and all other resources shall be devoted solely to the defraying of
11 expenses of the Federation.
- 12 (b) Routine expenditures for sums below \$100.00 shall be made from a petty cash fund
13 authorized by the President and replenished when necessary by additional authorization.
- 14 (c) Expenditures for sums more than \$100.00 shall be authorized by vote of the Executive
15 Board and signature of the President.
- 16 (d) The Federation shall be authorized to pay per diem expenses of \$25.00 in the US and
17 \$35.00 elsewhere to selected representatives for their attendance at meetings, other than
18 the HoD and the Executive Board meetings.
- 19 (e) Mileage expenses shall be reimbursed at 75% of prevailing IRS mileage rates.

20 **§ 11.10 Collection of Fees, Dues, Applications, and Forms.**

21 The Vice-President of Finance shall set up a system of collecting and administering the fees, dues,
22 applications, and forms.

23 **§ 11.11 CPA-Approved Financial Accounting Software.**

24 All of the Federation's financial reports shall be entered into and compiled by a CPA-approved
25 financial accounting software.

26 **§ 11.12 CPA Audit of the Federation's Financial Reports.**

27 The procedures for auditing the financial reports shall be as follows:

- 28 (a) The Vice-President of Finance's annual financial reports shall be audited by a certified
29 public accountant ("CPA") prior to the HoD meeting.
- 30 (b) The Executive Board shall be responsible for the hiring of a CPA to audit all of the
31 Federation's funds as well as the annual financial reports prior to the HoD meeting.

32 **§ 11.13 No Reimbursements for Loss of Wages.**

33 There shall be no reimbursement for the loss of wages for any USADSF or NSO officers or any
34 USADSF delegates to the USADSF meetings.

35 **§ 11.14 Fiscal Year of the Federation.**

36 The fiscal year of the Federation shall be from January 1 to December 31.

37 **CHAPTER TWELVE. Funds and Uses**

38 **§ 12.01 General Fund.**

- 39 (a) At each HoD meeting, the Vice-President of Finance shall make a separate accounting
40 report for each fund.
- 41 (b) Funds previously established by the Federation and deposited by the Vice-President of
42 Finance for the purposes of accumulating interest are as follows:

43 **§ 12.02 S. Robey Burns Fund.**

- 44 (a) Interest earned from the S. Robey Burns Fund shall be used in the following order of
45 priority:

- 1 (1) for travel expenses of any US member of ICSD Executive Committee for
2 attendance at the ICSD meetings; and
- 3 (2) for travel expenses of delegates to ICSD and PANAMDES Congresses and
4 ICSD Technical Delegates to Deaflympics.
- 5 (b) In an emergency, the principal may be used, but it shall be replaced by the same amount,
6 plus any loss of interest, prior to the expiration terms of the Games Preparation
7 Committee.
- 8 (c) The fund may welcome gifts and donations, which shall be added to the fund.
- 9 (d) Should there be any necessary changes in the use of income, it shall be subject to prior
10 approval at the HoD meeting.

11 **§ 12.03 Winter Deaflympics Fund.**

12 This fund shall consist of the principal and interest from past Winter Deaflympics.

- 13 (a) The interest earned from this fund shall be used to:
- 14 (1) provide start-up funding for the Games Preparation Committee;
- 15 (2) assist in the dispatch of USA athletes to the Winter Deaflympics;
- 16 (3) cover the training of USA Team members to the Winter Deaflympics; and
- 17 (4) cover the travel, lodging, and participation expenses of USA Team members to
18 the Winter Deaflympics.
- 19 (b) In case of emergency, the fund principal may be used for the purposes outlined in
20 12.03(a) above, subject to approval of the Executive Board, or for other purposes only by
21 unanimous consent of the Executive Board.
- 22 (c) Any principal used must be replaced by the same dollar amount plus lost interest, which
23 would have been otherwise earned if this principal had not been removed from the fund.
- 24 (d) The Executive Board shall determine an appropriate timeline for repayment of monies
25 withdrawn from the fund.
- 26 (e) The Vice-President of Finance shall provide the Executive Board and each NSO with the
27 following information within 30 days of the end of each USADSF financial year:
- 28 (1) the balance in account as of the end of the ending financial year;
- 29 (2) list of monies dispensed, to whom, and for what purpose; and
- 30 (3) list of monies repaid to the Fund, by whom, and the amount.

31 **§ 12.04 Summer Deaflympics Fund.**

32 This fund shall consist of the principal and interest from past Summer Deaflympics.

- 33 (a) The interest earned from this fund shall be used to:
- 34 (1) provide start-up funding for the Games Preparation Committee;
- 35 (2) assist in the dispatch of USA athletes to the Summer Deaflympics;
- 36 (3) cover the training of USA Team members to the Summer Deaflympics; and
- 37 (4) cover the travel, lodging, and participation expenses of USA Team members to
38 the Summer Deaflympics.
- 39 (b) In case of emergency, the fund principal may be used for the purposes outlined in
40 12.04(a) above, subject to approval of the Executive Board, or for other purposes only by
41 unanimous consent of the Executive Board.
- 42 (c) Any principal used must be replaced by the same dollar amount plus lost interest, which
43 would have been otherwise earned if this principal had not been removed from the fund.

- 1 (d) The Executive Board shall determine an appropriate timeline for repayment of monies
2 withdrawn from the fund.
- 3 (e) The Vice-President of Finance shall provide the Executive Board and each NSO with the
4 following information within 30 days of the end of each USADSF financial year:
- 5 (1) the balance in account as of the end of the ending financial year;
6 (2) list of monies dispensed, to whom, and for what purpose; and
7 (3) list of monies repaid to the Fund, by whom, and the amount.

8 **§ 12.05 Pan American Deaf Games Fund.**

9 This fund shall consist of the principal and interest from past Pan American Deaf Games.

- 10 (a) The interest earned from this fund shall be used to:
- 11 (1) provide start-up funding for the Games Preparation Committee;
12 (2) assist in the dispatch of USA athletes to the Pan American Deaf Games;
13 (3) cover the training of USA Team members to the Pan American Deaf Games; and
14 (4) cover the travel, lodging, and participation expenses of USA Deaflympic Team
15 members to the Pan American Deaf Games.
- 16 (b) In case of emergency, the fund principal may be used for the purposes outlined in
17 12.05(a) above, subject to approval of the Executive Board, or for other purposes only by
18 unanimous consent of the Executive Board.
- 19 (c) Any principal used must be replaced by the same dollar amount plus lost interest, which
20 would have been otherwise earned if this principal had not been removed from the fund.
- 21 (d) The Executive Board shall determine an appropriate timeline for repayment of monies
22 withdrawn from the fund.
- 23 (e) The Vice-President of Finance shall provide the Executive Board and each NSO with the
24 following information within 30 days of the end of each USADSF financial year:
- 25 (1) the balance in account as of the end of the ending financial year;
26 (2) list of monies dispensed, to whom, and for what purpose; and
27 (3) list of monies repaid to the Fund, by whom, and the amount.

28 **§ 12.06 Edward C. Carney Hall of Fame Fund.**

- 29 (a) The Vice-President of Finance shall set aside \$1.00 from each individual membership fee
30 collected for the Edward C. Carney Hall of Fame Fund.
- 31 (b) This fund shall be deposited, when possible, to accumulate interest.
- 32 (c) The USADSF Hall of Fame may recommend use of the fund only for USADSF Hall of
33 Fame purposes. This use of the fund and interest shall have prior approval of the
34 Executive Board.

35 **§ 12.07 Art Kruger Fund.**

36 This fund was established in honor of Art Kruger for his service to the US Teams. After the 1981
37 Games, the monies raised by the athletes were deposited in the Art Kruger Fund.

- 38 (a) The use of this fund shall require approval from the Executive Board and the Games
39 Preparation Committee. Both groups shall ensure that the US Team athletes are the
40 main beneficiaries of this fund.
- 41 (b) This fund shall be used to support the preparation of participation of the US Teams to the
42 Deaflympics.

1 CHAPTER THIRTEEN. Order of Business

2 **§ 13.01 HoD Meeting.**

3 At the annual meeting of the HoD, the following shall be the order of business:

- 4 (a) Roll Call by the Credentials Committee.
- 5 (b) Reading of minutes of the previous year's meetings of HoD, NSO Council, and Executive
6 Board.
- 7 (c) Officers' Reports.
- 8 (d) Reports of Standing Committees.
- 9 (e) Proposed Amendments to Constitution, Bylaws, and Guidelines.
- 10 (f) Unfinished Business.
- 11 (g) New Business.
- 12 (h) Election of Officers.
- 13 (i) Adjournment.

14 **§ 13.02 Executive Board Meeting.**

15 At the periodical meetings of the Executive Board, the following shall be the order of business:

- 16 (a) Roll Call by the Appointed Recorder or Secretary.
- 17 (b) Reading of Agenda and Approval.
- 18 (c) Reading of minutes of the previous Executive Board meeting(s).
- 19 (d) Officers' Reports.
- 20 (e) Reports of Standing Committees.
- 21 (f) Briefs of Interest.
- 22 (g) Issues of Concern and Hearings, if any.
- 23 (h) Proposed Amendments to Constitution, Bylaws, and Guidelines.
- 24 (i) Actions and Recommendations taken by the Executive Board.
- 25 (j) Communications.
- 26 (k) Adjournment.

27 **§ 13.03 Standing/Ad Hoc Committee Meetings.**

28 At the regular meeting of a standing/ad hoc committee, the following shall be the order of
29 business:

- 30 (a) Roll Call by the Chair.
- 31 (b) Reading of Agenda and additional matters, if any.
- 32 (c) USADSF Liaison Officer's Report.
- 33 (d) Reading of minutes of the previous committee meeting.
- 34 (e) Briefs of Interest.
- 35 (f) Issues of Concern.
- 36 (g) Actions and Recommendations by the standing/ad hoc committee members.
- 37 (h) Communications and Advice.
- 38 (i) Adjournment.

1 CHAPTER FOURTEEN. National Sports Organizations

2 **§ 14.01 Affiliations with USADSF/NGB.**

3 Each NSO shall be incorporated as a not-for-profit organization. Each NSO shall be affiliated
4 with the Federation and the USOC National Governing Body (“NGB”) for its particular sport, if
5 applicable. The *NSO Affiliation Criteria Policy*, subject to approval by the Federation and in
6 compliance with the Federation’s bylaws, shall serve as a set of conditions for each NSO to meet
7 as an eligible affiliate of the Federation.

8 **§ 14.02 51% of Board.**

9 At least 51% of the board of each NSO shall be deaf. In addition, at least 20% of the total
10 membership on the board and/or committees of each NSO must have been actively competing in the
11 NSO’s particular sport within the preceding 10 years.

12 **§ 14.03 Representation at NSO Council and HoD.**

13 Each NSO shall be represented at the NSO Council and the HoD.

14 **§ 14.04 Requirement for Receiving Financial Assistance.**

15 Any NSO wishing to receive financial assistance from the Federation shall submit financial
16 statements annually to the Vice-President of Finance, who will report to the Executive Board.

17 **§ 14.05 Authority in Selection and Recommendation of Personnel for International
18 Competitions.**

19 Each NSO shall:

- 20 (a) have written procedures for selection of athletes and coaches to serve on the USA Team
21 delegations in the Deaflympics and other international competitions. These criteria must
22 be submitted to the Executive Board at a time determined by it and any variance shall be
23 submitted to the Executive Board for approval.
- 24 (b) nominate and select its qualified personnel (e.g. team leaders, officials, managers,
25 supporting staff) to serve on USA Team delegations in the Deaflympics and other
26 international competitions, subject to financial and staffing considerations and with
27 approval by the Executive Board.
- 28 (c) abide by the rules of the Federation and ICSD and the standards of the Deaflympics and
29 other international competitions.
- 30 (d) submit the following:
- 31 (1) A 4-year plan for all international competitions such as Deaflympics, Pan
32 American Deaf Games and World Championships.
- 33 (2) Coach selection criteria.
- 34 (3) Athlete selection criteria.
- 35 (4) Fundraising schedule.
- 36 (5) Training schedule.
- 37 (e) receive a written warning one month in advance from the Federation if it does not meet
38 any of the above requirements. If the warning notice expires without any of the above
39 requirements being met, the Federation shall, at the Executive Board’s discretion,
40 assume responsibility in selection of personnel for international competitions.

41 **§ 14.06 Promoting Sport and/or Recreational Activities.**

42 Each NSO shall promote its sport and/or recreational activities. Each NSO shall develop training
43 camps, conduct fund-raising activities, and give as much financial support to its members as
44 possible.

45 **§ 14.07 Organizing a Multi-Sport Tournament.**

46 Each NSO shall seek permission from another specific NSO if organizing a multi-sport tournament.

1 **§ 14.08 Providing Competition on All Levels.**

2 Each NSO may provide competition on all levels in US.

3 **§ 14.09 Payment of Standard Fee to the Federation.**

4 Each NSO shall pay a standard fee to the Federation and shall be in good standing at all times.
5 Each NSO shall assure that all of its members are individual members of the Federation. Each NSO
6 shall be recognized as an official body and may be dissolved as an affiliate member of the
7 Federation after a warning and probationary period.

8 **§ 14.10 Submission of Constitution.**

9 Each NSO shall submit a copy of its constitution and bylaws to the Vice-President of Member
10 Services and a copy to the National Office for its files. Any changes shall also be submitted as
11 above.

12 **§ 14.11 Submission of Membership List.**

13 Each NSO shall submit a copy of its membership list to the National Office at least three months
14 in advance of the HoD meeting.

15 **CHAPTER FIFTEEN. USADSF Policy for International (ICSD) Sports Competition**

16 **§ 15.01 USADSF as Governing Body of US Deaf Sports in ICSD.**

17 The NSOs and their affiliated entities recognize the Federation as the governing body of deaf
18 sports in the US for ICSD and are subject to certain regulations. To protect its integrity, the
19 Federation has adopted the following rules, regulations and guidelines for the Federation's clubs
20 or groups affiliated with the Federation which are seeking to obtain approval and to sponsor
21 ICSD-sanctioned competition through the Federation; to wit:

- 22 (a) No meets with clubs or groups from outside the US shall take place without official
23 sanction. This is a requirement of ICSD regulations to which the Federation is subject.
- 24 (b) Requests for sanction shall be accepted only from groups affiliated with the Federation.
- 25 (c) Sponsors of international competition shall be responsible for paying to the Federation all
26 sanction fees and 10% of all receipts. The sponsor shall be responsible financially for
27 meals and lodgings of the foreign teams.
- 28 (d) When a request for competition is received by the Vice-President of International Affairs
29 from a club or group outside the US, the request shall be referred in writing to the
30 appropriate NSO for action.

31 **§ 15.02 Rules and Regulations for Sponsoring Competition with Foreign Teams.**

32 Any group affiliated with the Federation, that desires to sponsor competition with foreign teams,
33 shall be required to do the following:

- 34 (a) At least six months before the date of the desired competition, the Vice-President of
35 International Affairs shall be informed, in writing, of its desire to sponsor such competition
36 and request permission thereof.
- 37 (b) The written request shall contain the following information:
- 38 (1) the date(s) planned;
- 39 (2) the sport(s) to be played;
- 40 (3) the country(countries) to be invited;
- 41 (4) the name(s) of USADSF-affiliated group(s) to be involved;
- 42 (5) the number of competitions planned; and
- 43 (6) the organization assuming financial responsibility for these competitions.
- 44 (c) Upon the receipt of this information from the Vice-President of International Affairs, the
45 Vice-President of Finance shall, with the approval of the Executive Board, give the
46 sponsor permission to invite the team(s) and make final arrangements. The sponsor

1 shall send to the Vice-President of Finance a security bond of \$500.00, which shall be
2 refunded upon complying fully with the agreement.

- 3 (d) At least three months before the competition, the sponsor shall provide the Vice-
4 President of International Affairs and the Executive Board the following information:
- 5 (1) the exact date(s) of the competitions;
 - 6 (2) the sport(s) to be played;
 - 7 (3) the country(countries) which may participate;
 - 8 (4) the number of competitions planned;
 - 9 (5) the name(s) of the USADSF-affiliated group(s) involved; and
 - 10 (6) the site(s) of the competitions.
- 11 (e) After receipt of this information, the President, with the approval of the Executive Board,
12 shall request the ICSD sanction.
- 13 (f) After receipt of ICSD sanction, no changes in the proposal shall take place.
- 14 (g) Sponsors shall ensure that competition is conducted under the International Rules and
15 the appropriate officials shall be provided.
- 16 (h) Prior to the beginning of competition, the Vice-President of International Affairs shall send
17 the sponsor the official ICSD report form. The form shall be filled out properly and
18 returned to the Vice-President of International Affairs within seven days of the last
19 competition.
- 20 (i) No later than 30 days after the last competition, the sponsor shall send to the Vice-
21 President of International Affairs the financial report and a check to cover the sanction
22 fees and 10% of the receipts with a copy to the Executive Board.

23 **§ 15.03 Invitation of Foreign Teams to Any USADSF-Sanctioned Tournament.**

- 24 (a) If (a) foreign team(s) is to be invited to participate in any USADSF-sanctioned
25 tournament, application shall be forwarded directly to the Vice-President of International
26 Affairs for approval and sanction from ICSD. It shall be done 60 days in advance. The
27 fee(s) shall be determined by the ICSD regulations.
- 28 (b) Once the sanction fee and/or the ICSD fee have been paid, they shall not be refunded.

29 **§ 15.04 Failure of Compliance with Rules, Regulations, and Guidelines.**

30 Failure to comply with these rules, regulations, and guidelines shall subject the sponsoring group
31 affiliated with the Federation to an automatic forfeiture of the security bond of \$500.00 and to such
32 other disciplinary action as may be determined by the Executive Board.

33 **§ 15.05 Finances and Fees.**

- 34 (a) The 10% of gross receipts and the \$500.00 security bond shall not apply to competition
35 with Canada-based groups. All other rules shall apply, and sanction fees shall be paid.
- 36 (b) The sponsor shall also be reminded that both USADSF and ICSD fees apply to
37 international competition within the US as determined by the National Office.

38 **CHAPTER SIXTEEN. Hearing Loss Requirements for All Athletes**

39 **§ 16.01 ICSD Criteria for Pathological Definition of Deafness.**

40 The Federation and all NSOs shall adhere to the ICSD criteria for pathological definition of deafness
41 for each athlete, so that each athlete having a hearing loss of at least 55 decibels in the better ear (3-
42 tone frequency average at 500, 1000 and 2000 Hertz, ISO 1964 Standard, as established by the
43 ICSD) may therefore be eligible for any USADSF or NSO event or try-out.

- 1 (2) It shall be the responsibility of the nominator to supply supporting materials and
2 nominee's current address.
- 3 (3) A summary of the nominee's qualifications, not to exceed 300 words, shall be
4 prepared and included with the nomination.
- 5 (4) Failure to submit complete information shall result in rejection of the nomination
6 for consideration.
- 7 (b) Persons who are nominated shall be deaf or hard-of-hearing citizens of the United States
8 and shall be nominated based on their outstanding performances, sportsmanship, and
9 leadership. No consideration shall be given to race, religion, creed, or geographical
10 residence.
- 11 (c) In order to be eligible, players shall have been retired as active players in team sports for
12 at least five years and shall have been out of high school for at least ten years.
- 13 (d) Athletes still active in such sports for recreational purposes shall not be considered as
14 active for the purpose of eligibility in the annual USADSF Hall of Fame nominations.
- 15 (e) Athletes who are still active in sports other than that for which they are being nominated
16 shall be eligible for election provided that they meet the provisions of subsection 1.06(c)
17 in the sport for which they are being nominated.
- 18 (f) Coaches, prior to retirement, shall have been active in the coaching profession for at
19 least ten years.
- 20 (g) Leaders/writers shall have contributed at least ten years of service to sports.
- 21 (h) Officials shall have been certified or accredited by a National Governing Body in at least
22 one sport and shall have worked as an official of organized sports competition for at least
23 fifteen years.
- 24 (i) Elections in the category of Officials shall be limited to every even-numbered year at the
25 discretion of the USADSF Hall of Fame, Awards and Recognition Committee. (At a later
26 date, when a sufficient number of nominations of qualified individuals are received
27 annually, this may be changed.)
- 28 (j) The USADSF Hall of Fame, Awards and Recognition Committee, at its discretion, may
29 elect "veteran" individuals whom they conclude are qualified for membership in the
30 USADSF Hall of Fame but who have not previously received the minimum number of
31 voting points to be elected or who may have previously been overlooked for nomination.
- 32 (k) No elected officer of the Federation shall be eligible for nomination to the USADSF Hall of
33 Fame while still in office.
- 34 (l) No person shall be elected to more than one category of the USADSF Hall of Fame.
- 35 **§ 1.07 Procedures.**
- 36 (a) The Committee shall screen all nominations and, on the basis of measurable criteria,
37 select not less than three and not more than five names of people who meet the criteria.
- 38 (b) The three categories shall consist of Athlete, Sport Writer/Leader, and Coach.
- 39 (c) In the event there are less than three eligible candidates in any category, that category
40 shall be left off the ballot for that election.
- 41 (d) The ballot shall include each candidate's summary.
- 42 (e) The *time schedule of procedures* shall be as follows:
- 43 (1) May 1 – Announcement of availability of nominations forms to all members.
- 44 (2) June 30 – Deadline for return of all nominations for consideration in current year
45 elections

- 1 (3) Last weekend of July or first weekend of August – Meeting of the Committee.
2 Among other business items on the agenda shall be the screening of
3 nominations and a decision on which names shall be placed on the ballot in each
4 category.
- 5 (4) August 15 to September 1 – Mailing of ballots and summary qualifications of all
6 nominees.
- 7 (5) September 15 – Deadline for return of ballots.
- 8 (6) October 1 – Announcement of election results.
- 9 (f) Ballots shall be counted and tabulated by the Chair, and a copy of the tabulation results
10 shall be sent to each committee member for verification. The Chair then may prepare
11 and forward an announcement in the form of a press release to the Vice-President of
12 Member Services for distribution.

13 **§ 1.08 Electors.**

- 14 (a) Provided that they are current members of the Federation, the thirty electors shall be:
- 15 (1) the USADSF Hall of Fame, Awards and Recognition Committee members,
16 (2) the Executive Board,
17 (3) any five Chair-selected members of the Federation's standing committees,
18 (4) any five Chair-selected members of the USADSF Hall of Fame, and
19 (5) any ten deaf and hard-of-hearing persons selected by the Chair from among
20 NSO officers, coaches, sport writers, and leaders.
- 21 (b) In the event that any elector fails to cast his/her ballot, he/she may be replaced as an
22 elector.
- 23 (c) In the event an elector slot is vacated for whatever reason, the Chair, after consulting
24 with Committee members, shall select a replacement.
- 25 (d) Electors may vote for up to three candidates in each category on a scale of five points for
26 first choice, three points for second choice, and one point for third choice.
- 27 (e) To be elected to the USADSF Hall of Fame, a candidate shall receive the highest total
28 number of points in a given category. However, if any category's leading candidate
29 receives less than 65 points, no selection shall take place in that category.
- 30 (f) In the event there is a tie vote, the winner shall be determined on the basis of most first-
31 place votes. Should there still be a tie, both candidates shall automatically be elected.

32 **§ 1.09 Edward C. Carney Hall of Fame Fund.**

- 33 (a) The Edward C. Carney Hall of Fame Fund shall pay the lowest available round-trip airfare
34 purchased through the National Office to each inductee for travel to the site of induction.
35 In the event the new inductee prefers to travel by car, bus or train, rather than by air, the
36 fund shall reimburse the travel costs at 75% of prevailing IRS mileage rates or the round-
37 trip cost by air, whichever is lower.
- 38 (b) Depending on the availability of funds, the Edward C. Carney Hall of Fame Fund shall
39 pay for the cost of up to two nights of lodging for the inductee near the site of induction.
40 The National Office shall be responsible for making the necessary room reservations and
41 informing each inductee of the details.
- 42 (c) Financial records of the Edward C. Carney Hall of Fame Fund shall continue to be
43 maintained, and both the receipts and disbursement of funds be handled by the Vice-
44 President of Financial Affairs, but the Committee shall determine independently how
45 funds shall be disbursed.

1 **§ 1.10 Ceremony.**

2 (a) The Edward C. Carney Hall of Fame Fund shall reimburse the host for the cost per plate
3 serving each inductee and Hall of Fame members, provided that they are current
4 members of the Federation, in attendance at the ceremony.

5 (b) The USADSF Executive Board, through the Vice President of Member Services, shall
6 arrange for the ceremony and presentation of award at an appropriate venue.

7 **§ 1.11 USADSF Sportsman and Sportswoman of the Year Guidelines.**

8 **§ 1.12 Purpose.**

9 The purpose of the USADSF Sportsman and Sportswoman of the Year shall be to honor deaf
10 athletes for their outstanding achievements.

11 **§ 1.13 Controlling Body.**

12 The USADSF Sportsman and Sportswoman of the Year controlling body shall consist of the
13 members of the USADSF Hall of Fame, Awards and Recognition Committee.

14 **§ 1.14 Responsibilities.**

15 The Committee shall:

16 (a) oversee the USADSF Sportsman and Sportswoman of the Year, screen and prepare all
17 nominations, conduct all balloting, and present the results; and

18 (b) be responsible for keeping and retaining an orderly file on all nominations and supporting
19 materials; for making arrangements that photographs, videotapes, and citations are
20 permanently enshrined, and for presenting all materials to the National Office.

21 **§ 1.15 Criteria for Selection.**

22 (a) Any interested individual or NSO may name candidates for the USADSF Sportsman and
23 Sportswoman of the Year.

24 (1) The nominator's name shall not be disclosed.

25 (2) It shall be the responsibility of the nominator to supply supporting materials,
26 videotapes, and nominee's current address.

27 (3) A summary of the nominee's qualifications, not to exceed 300 words, shall be
28 prepared and included with the nomination.

29 (4) Failure to submit complete information shall result in rejection of the nomination
30 for consideration.

31 (b) Athletes who are nominated shall be deaf or hard-of-hearing and nominated based on
32 their outstanding performances, integrity, and sportsmanship. No consideration shall be
33 given to race, religion, creed, or geographical residence.

34 (c) Athletes shall be citizens of the United States.

35 (d) Athletes shall have participated in their sport events between October 1st and September
36 30th of the following year prior to being nominated for the Sportsman and Sportswoman of
37 the Year.

38 **§ 1.16 Procedures.**

39 (a) The Committee shall accept all nominations that meet the highest achievements or
40 performances.

41 (b) A summary of each candidate's qualification, not to exceed 300 words, shall be prepared
42 and mailed with the ballot.

43 (c) The *time schedule of procedures* shall be as follows:

44 (1) August 1 – Announcement of availability of nominations forms to all interested
45 people.

46 (2) August 15 – Deadline for return of all nominations.

- 1 (3) September 1 – Mailing of ballots and summary qualifications of all nominees.
2 (4) September 10 – Deadline for return of ballots.
3 (5) September 15 – Announcement of election results.
4 (d) Ballots and summaries shall be distributed among one representative from each NSO
5 and each sport ad hoc committee for review and discussion. Ballots shall be counted
6 and tabulated by the Chair, and a copy of the tabulation results shall be sent to the Vice-
7 President of NSO Affairs for verification and announcement. The Chair then shall
8 prepare and forward an announcement in the form of press release to the Vice-President
9 of Member Services for distribution.

10 **§ 1.17 Election.**

- 11 (a) Electors may vote for up to three candidates in each category (female and male) on a
12 scale of five points for first choice, three points for second choice, and one point for third
13 choice.
14 (b) To be elected as the winner of USADSF Sportsman and Sportswoman of the Year
15 Award, each candidate shall receive the highest points cast by the electors.
16 (c) In the event there is a tie vote, the winner shall be determined on the basis of most first-
17 place votes. Should there still be a tie, the basis of the most second-place votes in
18 addition to first-place votes shall determine the winner.

19 **§ 1.18 Expenses.**

- 20 (a) The USADSF Sportsman and Sportswoman of the Year shall receive the lowest available
21 round-trip airfare purchased through the USADSF-authorized travel agency. In the event
22 the new recipient prefers to travel by car, bus or train, rather than by air, he/she shall be
23 reimbursed at 75% of prevailing IRS mileage rates or the round-trip cost by air, whichever
24 is lower.
25 (b) Depending on the availability of funds, the USADSF shall pay for the cost of up to two
26 nights of lodging either in the headquarters hotel or in the nearest alternative lodging.
27 The Chair of the Committee shall be responsible for making the necessary room
28 reservations and informing each recipient of the details.

29 **§ 1.19 Ceremony.**

- 30 (a) The Chair of USADSF Hall of Fame, Awards and Recognition Committee, in cooperation
31 with the host, shall arrange for the reservation of a ceremony room and menu suitable for
32 the honors and presentation of USADSF Sportsman and Sportswoman of the Year
33 Awards.
34 (b) All of the newly elected USADSF Sportsman and Sportswoman of the Year recipients
35 shall receive a citation in the form of a plaque in recognition of their achievements.
36 (c) The USADSF Sportsman and Sportswoman of the Year will automatically become
37 USADSF's submission for consideration for ICSD's WIDEX Athlete of the Year Award.

38 **PART TWO. Games Preparation Committee's Guidelines**

39 **§ 2.01 Purposes and Objectives.**

40 The purposes and objectives of the Games Preparation Committee shall be to:

- 41 (a) promote and maintain the interest of the people of the US and to obtain the support,
42 creditable and sportsmanlike participation and representation of the US in the
43 Deaflympics, Pan American Deaf Games and World Championships (hereinafter known
44 as the "Games");
45 (b) stimulate the interest of the people, particularly of the deaf and hard-of-hearing youth, of
46 the US, in healthful, physical, moral, and cultural education through sportsmanlike
47 participation in competitions in accordance with international rules;

- 1 (c) exercise coordinating jurisdiction, either directly or through Group A NSO for the
2 respective sports, over all matters pertaining to the participation of the US in the Games,
3 including representation of the US in such meets, and over the organization of the
4 Games when celebrated in the US;
- 5 (d) coordinate with any Group A NSO to select and obtain for the US, the most competent
6 representation possible in the competitions and events of the Games;
- 7 (e) maintain the highest ideals of sportsmanship and to promote general interest therein;
- 8 (f) instill and develop in the deaf and hard-of-hearing youth of the US the qualities of
9 courage, self-reliance, honesty, tolerance and like virtues; and
- 10 (g) promote and encourage the physical, moral, and cultural education of the deaf and the
11 hard-of-hearing youth of the US to the end that their health, character, patriotism, and
12 good citizenship may be developed fully.

13 **§ 2.02 Committee Description.**

- 14 (a) The Games Preparation Committee shall be the standing committee of the Federation
15 and shall operate strictly under the Constitution, Bylaws, and Guidelines of the
16 Federation. The committee shall also observe the rules and requirements of the ICSD
17 and PANAMDES.
- 18 (b) The committee shall be headed by a Director appointed for a four-year term by the
19 President with the approval of the Executive Board following the quadrennial Summer
20 Deaflympics.
- 21 (c) With the approval of the Executive Board, the Director of the Games Preparation
22 Committee shall appoint up to seven capable members as assistants.
- 23 (d) All appointees to the committee shall be individual members of the Federation.
- 24 (e) No member of Executive Board or NSO Council may be a member of the committee.
- 25 (f) No member of the committee may be discharged or replaced without majority approval of
26 the Executive Board.
- 27 (g) The committee may meet at least three times a year. Each of the committee members in
28 attendance shall be entitled to draw from the Deaflympics fund a sum equivalent to
29 lowest applicable round-trip coach airfare and the cost of a shared twin double bedroom.
- 30 (h) No member of the committee shall draw a salary from the Federation or affiliated
31 organizations in any manner as outlined in the USOC regulations.
- 32 (i) The Vice-President of International Affairs shall be an ex-officio member of the
33 committee, may attend the committee's meetings, and shall be kept informed pertaining
34 to the preparations made by the committee.

35 **§ 2.03 Composition.**

36 The essential core of the Games Preparation Committee shall consist of:

- 37 (a) a Director,
- 38 (b) three (3) Operations Specialists,
- 39 (c) a Team Leader for the US Team to the Winter Deaflympics,
- 40 (d) a Team Leader for the US Team to the Summer Deaflympics,
- 41 (e) a Team Leader for the US Team to the Pan American Deaf Games, including Youth
42 Games, and
- 43 (f) a Team Leader for the US Team to World Championships.

44 **§ 2.04 Duties of Officers.**

- 45 (a) In performing his duties, the Director shall:

- 1 (1) subject to approval of the Executive Board, select the committee members and
2 assign duties befitting each, supervise their work and be kept informed at all
3 times by each member of ongoing and planned activities related to the
4 performance of assigned duties;
- 5 (2) preside at any meetings of the committee, represent the committee at the HoD
6 and present to the Executive Board and to the HoD a report as to the progress
7 and function of the committee;
- 8 (3) be the sole member of the committee to correspond with the ICSD and/or Games
9 host committee through the National Office and enlighten the rest of the
10 committee members on details; and
- 11 (4) authorize payment of bills submitted by any member of the GPC, using an
12 approved voucher system.
- 13 (b) Duties and responsibilities of the three Operations Specialists are to be defined by the
14 director to meet the common needs of all US Teams. (Examples: Apparel Manager,
15 Transportation Coordinator, Information Systems Specialist, Financial Manager, Special
16 Assistant, or any combination thereof.)
- 17 (c) In performing his duties, each respective Team Leader shall:
 - 18 (1) select and coordinate the qualifying try-out sites for all sports to be contested at
19 the competitions, if not done so by the NSOs;
 - 20 (2) assign to the different teams the most qualified athletes and coaches, according
21 to a selection criteria established by each NSO and approved by the Executive
22 Board, after the try-outs, and, with the approval of the committee and NSO, may
23 assign to teams exceptionally able athletes who were unable to participate in the
24 try-outs or who have, in the meantime, developed their skills to a higher degree;
 - 25 (3) appoint the most qualified trainers, doctors and staff of various teams with the
26 approval of the committee and the Executive Board;
 - 27 (4) select, with the assistance of the coaches and the committee, the best possible
28 training site(s), so that all team members shall have an opportunity to train
29 unhampered by distractions;
 - 30 (5) be empowered, after deliberating with the coaches, to decide the team personnel
31 to represent the USA after a period of training with all athletes prior to departure
32 for the competitions;
 - 33 (6) with the committee's assistance, work closely with NSOs in the selection and
34 purchase of all necessary training and competition equipment and clothing for
35 their respective athletes on US delegation;
 - 36 (7) be in constant consultation with all coaches, trainers and doctors to be totally
37 familiar with the progress of the athletes; and
 - 38 (8) be the person (or another person designated by the Director and approved by the
39 Executive Board) to reside with and accompany the athletes at all times during
40 the Games and look after their welfare and interests.

41 **§ 2.05 Committee Responsibilities and Duties.**

42 The committee shall have the following duties and responsibilities, but not limited to:

- 43 (a) Training camp prior to departure for the Games.
- 44 (b) Accommodations (lodging and meals) for US delegation at the site of the Games.
- 45 (c) All transportation (from hometown to training camp, from training camp to the site of the
46 Games, between place of lodging and competition venue at site of the Games, and from
47 site of the Games to hometown).

- 1 (d) Ensure that all documents such as passport, ICSD audiogram, measurements for
2 clothing and footwear, Code of Conduct, health information, medical insurance and other
3 forms are in order and required for each member of the US delegation.
- 4 (e) Apparel for opening/closing and awards ceremonies at the Games.
- 5 (f) Work with NSOs to procure appropriate competition apparel and footwear and equipment
6 for the Games.
- 7 (g) Ensure that each member of the US delegation shall have his own health/accident
8 insurance as his primary coverage or be subject to removal from the US delegation.
- 9 (h) Ensure that each member of the US delegation shall sign and follow a Code of Conduct
10 as outlined by the US Team Committee and approved by the Executive Board. In the
11 event conduct is not acceptable, the Committee may take disciplinary action, which may
12 include dismissal from the US delegation.

13 **§ 2.06 Term of Office, Vacancies, and Replacements.**

- 14 (a) *Assuming Duties:* Members of the committee shall assume their duties immediately after
15 appointment and shall continue until the next HoD meeting following the Summer
16 Deaflympics.
- 17 (b) *Neglect of Duty:* In cases of neglect of duty in performing the assignments set forth, the
18 Director shall submit a written report to the Executive Board on the activities of the
19 neglectful committee member. The Executive Board may empower the Director to
20 discharge that member and appoint a replacement with its approval.
- 21 (c) *Resignations or Vacancies:* In case of any resignations or vacancies on the committee,
22 the Executive Board shall appoint replacements based on the Director's
23 recommendations.

24 **§ 2.07 Obligations to the Federation.**

25 The Games Preparation Committee shall oblige the Federation by:

- 26 (a) using the Federation's name and logo on all of its printing and publicity releases;
- 27 (b) observing the laws and dignity of the Federation and the ICSD; and,
- 28 (c) paying the Federation the total ICSD and PANAMDES fees deposited by the athletes in
29 accordance with the Bylaws, Chapter 11 Section 11.01.

30 **§ 2.08 Athletes' Regulations and Requirements.**

- 31 (a) An athlete shall have a hearing loss of 55 decibels or greater in the better ear (3-tone
32 frequency average at 500, 1000 and 2000 Hertz, ISO 1964 Standard), as established by
33 the ICSD to be eligible for any international event. The Committee shall be permitted to
34 approve applications pending evaluation of hearing loss. These athletes shall be obliged
35 to enter qualifying try-outs in their respective sport(s), according to the selection criteria
36 approved by the Executive Board, prior to departure for the Games.
- 37 (b) Selected athletes shall be under the full jurisdiction of the committee until they are
38 brought back to the US and released for home.
- 39 (1) Upon conclusion of the Games and by a mutual agreement and releases
40 between the committee and athletes (parents/guardians of athletes if they are
41 under 18 years of age), the Federation may relinquish its responsibilities for the
42 athletes so they may travel on their own after the Games.
- 43 (2) Athletes under age of 18 years must be accompanied by a responsible and
44 mature adult authorized by their parents/guardians if released.
- 45 (c) Each athlete shall supply to the Director such personal information and pictures as may
46 be requested, together with the entry form.

- 1 (d) Any monies raised on behalf of an athlete shall be forwarded to the National Office as
2 soon as the funds are obtained.
- 3 (e) *Athletes' Responsibilities:*
- 4 (1) Each athlete shall be responsible for obtaining a passport and necessary
5 vaccinations. The committee shall arrange for and pay the costs of air coach
6 transportation for each athlete from the athlete's residence city to the training site
7 and to the site of the Games and the return trip to the US and athlete's home city.
8 The Committee shall arrange and pay for adequate liability and secondary
9 accident insurance.
- 10 (2) After being selected to the US Team following the try-outs, each athlete shall be
11 responsible for maintaining good general physical condition by participating in a
12 training program arranged by his US Team coach until reporting to the training
13 site.
- 14 (3) Each selected athlete shall report in excellent physical condition to the selected
15 site for training at the appointed time after notification by the Director, and shall
16 take part in training in the sport(s) entered. Athletes reporting in less than good
17 physical condition may, at the discretion of the Team Leader, be removed from
18 the team with the approval of the committee and the Executive Board.
- 19 (4) Each athlete shall sign and follow a Code of Conduct as outlined by the US
20 Team Committee. In the event conduct is not acceptable, the Committee and
21 team coaches may take disciplinary action, which may include suspension from
22 the program.
- 23 (f) After training at the site, each athlete shall be given the opportunity to test his state of
24 readiness by taking part in a tune-up event. The Team Leader, assisted by the results of
25 the event and with the approval of the coaches, shall make the final team selections and
26 then notify the Director so that a copy of the final choices may be forwarded to the ICSD
27 or PANAMDES Secretary in compliance with their deadline.
- 28 (g) Each athlete shall be provided with appropriate competition and parade attire. All such
29 attire shall become the property of the athlete.
- 30 (h) Each athlete shall also have his own health/accident insurance as his primary coverage
31 or be subject to removal from the US Team.

32 PART THREE. Development Committee Guidelines

33 § 3.01 Purpose.

34 The purpose of the Development Committee shall be to assist any NSO to utilize its ability to provide
35 such training and competition opportunities to deaf athletes as well as educating the athletes for
36 better participation in NSO-related and international sports competitions.

37 § 3.02 Controlling Body.

- 38 (a) The Development Committee shall consist of five voting members selected by the
39 President who shall, in turn, appoint the Chair from among the five members.
- 40 (b) The current Games Preparation Committee Director shall also be included to observe
41 and comment as a non-voting member.
- 42 (c) The Vice-President of NSO Affairs shall be an ex-officio non-voting member of the
43 Committee, serving as liaison officer.

44 § 3.03 Site and Date of Meeting.

- 45 (a) The annual meeting of the Development Committee shall be on the third weekend in
46 October.
- 47 (b) The site of the meeting shall be decided prior to the actual meeting by the members of
48 the Development Committee.

1 **§ 3.04 Procedures of Proposal Forms for Funds.**

2 The National Office shall mail the forms for funds and all other related paper work to all NSOs by
3 August 1 of each year. The Development Committee Chair shall contact the National Office to
4 ensure that the forms were sent.

5 **§ 3.05 Agenda of the Meeting.**

6 The agenda for the Development Committee meeting shall include the following items, not
7 necessarily in this order:

- 8 (a) reports from the Chair;
- 9 (b) reports from the Vice-President of NSO Affairs;
- 10 (c) review of the Proposed Guidelines and the Development Committee Guidelines;
- 11 (d) review of the NSO finances (current financial status and previous year's allocations);
- 12 (e) review of the NSO proposals and formation of the decisions to disburse the money; and
- 13 (f) creation and submittal of a complete report to the National Office and the Executive
14 Board, including the minutes of the meeting, the updated guidelines (if any) and the
15 decisions regarding the Development Fund allocations.

16 **§ 3.06 Allocations of Funds.**

- 17 (a) All Development Committee decisions on the financial allocations shall be final.
- 18 (b) Regarding appeals from the NSOs on the allocations, the procedure outlined in the
19 proposal guidelines sent to NSOs shall be referred to.
- 20 (c) Future allocations shall be based on an evaluation of the usage of the previous allocation
21 to each NSO and how efficiently the allocation was used.
- 22 (d) A formula shall be used to set the allocations of funds to be established or revised and
23 followed. All USOC funds received by the Federation shall be completely spent.

24 **§ 3.07 Disbursements of Funds to NSOs.**

25 The Resources people and the Vice-President of NSO Affairs shall be asked to present their
26 evaluation on the success of the Development Committee's disbursements to each NSO at the
27 Development Committee's meeting.

28 **§ 3.08 Development Fund Proposal Guidelines.**

- 29 (a) The intent of the Development Fund program shall be to create a special funding
30 program for each NSO to enhance its ability to provide training and competition
31 opportunities for the development of athletes showing potential which may help in the
32 extension of their athletic careers and improvement of their competition levels.
- 33 (b) The Federation has designated a Development Committee to coordinate this program
34 and review all grants submitted.
- 35 (c) The *grant guidelines* are as follows:
- 36 (1) Each NSO shall be provided the opportunity to submit a single grant request in
37 each discipline to cover the following calendar year.
- 38 (2) While the intent is to be fair and equitable with each request, no formula shall be
39 employed. Rather, an attempt shall be made to award available money to
40 projects that appear to have the best chance of accomplishing the overall
41 objectives of the program. Each request shall be judged on its merits.
- 42 (d) The *restrictions* are as follows:
- 43 (1) Funding shall be available only for developing elite athlete programs, particularly,
44 but not exclusively, for training and competition opportunities within the US and
45 for coaching and/or technical personnel.

- 1 (2) All expenses shall be program-related and applicable to identified athletes or
2 athlete pools. Funding shall not be used for administrative salaries or expenses.
- 3 (3) All individuals served shall be members of the Federation and respective NSO.
- 4 (e) Proposals for the Development Fund shall be completed and forwarded to the National
5 Office no later than September 15. The Development Committee shall intend to
6 complete the review of grants by the third weekend of October, annually.
- 7 (f) The proposal shall include a proposal cover sheet, explanatory narrative, and financial
8 information. The information contained in the narrative and financial information sections
9 shall include:
- 10 (1) AN IMPACT STATEMENT: this section of the proposal shall include three
11 components:
- 12 (i) a description of program need;
- 13 (ii) a specific statement describing the program objectives; and
- 14 (iii) the anticipated impact the successful program shall have on the
15 preparation and enhanced performance of athletes. A copy of Sample
16 Narrative format shall be forwarded along with the proposal form.
- 17 (2) IDENTIFICATION OF COMPONENTS OF PROPOSED PROGRAM: this section
18 shall identify specific components of the proposed training and competition
19 program for support and the athletes or athlete group who will be included in
20 each component.
- 21 (3) BUDGET: the required information and recommended format for this budget
22 section shall be attached with a copy of Sample Budget format. Each component
23 of the proposed activity (activities) shall be shown separately. All components of
24 the budget for which support is proposed shall be specifically identified. No
25 support shall be awarded for miscellaneous or contingency line items. Any net
26 revenue derived by an NSO as a result of these projects shall be shared on an
27 equal basis with the Federation.
- 28 (g) Payment of the Development Fund shall be made on a reimbursement-of-approved-
29 expense basis. Documentation of expenses may be submitted and payment made at
30 any time. Expenses for which no documentation is submitted shall not be reimbursed.
31 Proof of payment accompanied by the invoice, receipt and/or billing statement related to
32 that payment shall be required as documentation for submitted expenses. In addition,
33 the documentation shall require:
- 34 (1) regarding per diem payments, a statement signed by the individual, for which the
35 per diem was received; and
- 36 (2) an agreement signed by an NSO.
- 37 (h) Appeals on Development Fund awards may be made to the Executive Board until
38 January 6.
- 39 (i) A final report shall be expected within 30 days of completion of the event or by October 1
40 of the year of funding, whichever is earlier, unless the event takes place between October
41 1 and December 31. In this case, an interim report shall be expected by October 1 to the
42 National Office.

43 PART FOUR. NSO Affiliation Criteria Policy

44 § 4.01 NSO Affiliation Criteria Policy.

45 The *NSO Affiliation Criteria Policy* is outlined as follows:

- 46 (a) Incorporation as a not-for-profit corporation having as its purpose the advancement of
47 amateur athletic competition;

- 1 (b) Evidence of the corporation having the financial capability to plan and execute its
2 obligations, or the presence of a plan to develop the needed financial capability;
- 3 (c) A constitution and bylaws indicative of the corporation's commitment to the operations
4 and ideals of the Federation, as determined by the Executive Board of the Federation;
- 5 (d) Determination that the corporation is autonomous in the governance of its sport, does not
6 delegate control of its affairs, is free of outside restraint, and when a USOC recognized
7 National Governing Body exists, is affiliated with one, and no more than one, National
8 Governing Body which governs a sport in the United States;
- 9 (e) Demonstrates that its membership is open to any individual who is a coach, trainer,
10 manager, administrator, official, or deaf athlete active in the sport for which recognition is
11 sought, or to any deaf sports organization or club of the deaf which conducts programs in
12 the sport for which recognition is sought, or to both;
- 13 (f) Provides an equal opportunity to athletes, coaches, trainers, managers, administrators,
14 and officials to participate in athletic competition, without discrimination on the basis of
15 race, color, religion, age, sex, or national origin, and with fair notice and opportunity for a
16 hearing to any athlete, coach, trainer, manager, administrator, or official before declaring
17 such individual ineligible to participate;
- 18 (g) Adheres to the due process provisions of the Federation's Constitution and Bylaws in all
19 grievance matters involving athletes, coaches, trainers, managers, administrators,
20 officials, or members;
- 21 (h) Governed by a board of directors or other such governing board whose members are
22 selected without regard to race, color, religion, national origin or sex, except that, in
23 sports where there are separate male and female programs, it provides for reasonable
24 representation of both males and females on such board of directors or other such
25 governing board;
- 26 (i) Governed by a board of directors or other such governing board whose membership is
27 comprised of a majority of deaf individuals;
- 28 (j) Demonstrates that its board of directors or other such governing board includes among
29 its voting members individuals who are actively engaged in athletic competition in the
30 sport for which recognition is sought or who have represented the United States or the
31 Federation in international athletic competition in the sport for which recognition is sought
32 within the preceding 10 years, and that the membership and voting power held by such
33 individuals is not less than 20 percent of such membership and voting power held in that
34 board of directors or other such governing board.
- 35 (k) Recognizes the Federation's right to establish performance criteria and affiliation
36 requirements, and to assess an NSO's performance and compliance, and to revoke, with
37 cause and at any time, the NSO's status as an affiliate;
- 38 (l) Demonstrates that its governance affairs are conducted in a democratic fashion and all
39 elections are held in accordance with applicable provisions of the corporation's
40 constitution and bylaws;
- 41 (m) Demonstrates that none of its officers are also officers of any other amateur sports
42 organization which is recognized as a NSO, or the Federation; and
- 43 (n) Demonstrates, if it is a national deaf sports organization seeking recognition, or continued
44 recognition, as a NSO affiliated with the Federation, that it is prepared to meet the
45 obligations imposed upon all NSOs by the Federation as follows:
- 46 (1) Annual submission, on or before the first day of January, of a final report on all
47 activities and events conducted during the calendar year preceding the due date;

- 1 (2) Annual submission, on or before the first day of September, of an audited
2 financial report detailing the finances of the corporation during the preceding
3 calendar year;
- 4 (3) Annual submission, on or before the first day of September, of an action plan for
5 the subsequent calendar year, indicating organizational plans for athletes at the
6 development and elite levels, and other organizational activities and events;
- 7 (4) Annual submission, on or before the first day of September, of a financial
8 development plan for the subsequent calendar year;
- 9 (5) Annual submission, on or before the first day of September, of a request for
10 funding to support athletic development and national and international events
11 planned for the subsequent calendar year;
- 12 (6) Timely collection of dues and fees in accordance with timelines, guidelines and
13 other requirements established by the Executive Board of the Federation;
- 14 (7) Recognition and demonstration through its actions that the Federation is
15 ultimately responsible for international games and athletic events;
- 16 (8) Prompt and timely submission of reports and other information when requested
17 by the Federation, and
- 18 (9) Annual submission, on or before the first day of September, a packet of
19 documents and artifacts demonstrating the NSO is in compliance with Provisions
20 A – N of this motion, to the Federation.
- 21 (10) Maintain sub-page on USADSF's official website.
22

23 PART FIVE. Amendments to the Guidelines

24 **§ 5.01 Amendments.**

25 The Guidelines may be amended, altered or revoked at the HoD meeting by a majority vote of the
26 HoD delegates present and voting, in accordance with the amendment procedures as defined in
27 Article 6.03.

28 [--- End of Guidelines ---]

ABBREVIATIONS

1	
2	AAAD American Athletic Association of the Deaf.
3	CISS..... Comité International des Sports des Sourds
4	(International Committee of Sports for the Deaf).
5	CPA..... Certified Public Accountant.
6	HoD..... House of Delegates.
7	NGB National Governing Body (part of USOC).
8	NSO National Sports Organization.
9	PANAMDES..... Organización Deportiva Panamericana de Sordos
10	(Pan American Organization of Sports of the Deaf).
11	US United States.
12	USADSF USA Deaf Sport Federation.
13	USOC..... United States Olympic Committee.
14	[--- End of Abbreviations ---]

INDEX

A

AAAD	See Organization
Abbreviations	45
Ad Hoc Committees	
Classified as a Standing Committee	10
Functions	19
Order of Business	27
Affiliations	
ICSD	6
NSO Affiliation Criteria Policy	27
NSO Affiliation Criteria Policy (full text)	42
USOC	6
Amendments	See House of Delegates
Bylaws	30
Constitution	12
Effective Date	11
Guidelines	44
Appeal Procedures	20
Applications - Collection of	23
Art Kruger Fund	26
Athlete	
Recommendation	27
Rights	11, 21
Selection	27
Awards	
The Art Kruger Award	15, 31
The Executive Board Award	15, 31
The Jerald M. Jordan Award	16, 31
The President Award	15, 31

B

Binding Rules and Decisions	11
Budget Committee	
Classified as a Standing Committee	10
Functions	18
Bylaws	
Amendments	9, 30
Distribution	See Revisions
Revisions	See Revisions
Updating	See Revisions

C

Certified Audiologist	30
Certified Public Accountant (CPA)	23
Audit of Financial Reports	23
Financial Accounting Software	23
Hiring by Executive Board	23
Coach	
Recommendation	27
Selection	27
Code of Conduct	21
Collection	

Fees, Dues, Applications, and Forms	23
Committees	
Absences	17
Ad Hoc	19
Appointments	17
Budget	18
Conducting Meetings	17
Development	19, 40
Duties	17
Expenses	18
Games Preparation	19
Games Preparation (Guidelines)	35
General Description	17
Governance	18
Procedures	17
Reports	17
Terms	17
US Deaf Games	19
USADSF Annual Awards	30
USADSF Hall of Fame	31
USADSF Hall of Fame, Awards and Recognition	19, 31
USADSF Sportsman and Sportswoman of the Year	34
Vacancies	17
Compliance with Corporate Laws	10
Constitution	
Amendments	9, 12
Distribution	See Revisions
Revisions	See Revisions
Updating	See Revisions
Credentials Committee	16

D

Deafness, ICSD Criteria	30
Development Committee	
Classified as a Standing Committee	10
Functions	19
Fund Proposal Guidelines	41
Guidelines	40
Director	See Games Preparation Committee
Dissolution	12
Distribution of Assets and Monies	12
Donated Items and Gifts	18
Due Process	
Appeal Procedures	20
Athletes' Rights	21
Binding Decision	19
Code of Conduct	21
Competition Decision	21
Initial Decision	20
Member's Participation Rights	21
NSO's Due Process	20

Request for Interpretations.....	21
Right to Appeal.....	20
Suspension List.....	21
US Team Procedures.....	21
Written Appeal.....	20
Written Notice.....	20
Dues	
Collection of	23
Determination of.....	22
Individuals	22
NSOs.....	22
Supporter Members	22
E	
Edward C. Carney Hall of Fame Fund.....	25
Election Terms	
Officers.....	13
Executive Board	
Approval of Committee Appointments.....	17
Authority	7
Awards	15
Empowerment.....	8
Financial Authority.....	21
Hiring of CPA	23
Meeting with NSO Council	17
Meetings.....	8, 15
Meetings - Frequency	8
Meetings - Privacy.....	8
Members	7
Minutes.....	15
Order of Business	26
Proposals	15
Sponsor Information.....	29
F	
Fees	
Collection of	23
Financial Authority	21
Fiscal Year.....	23
Foreign Competition	
Failure of Compliance	30
Finances and Fees.....	30
Invitation.....	30
Rules and Regulations	29
Forms - Collection of.....	23
Four-Year Fiscal Plan	14
Funds	
Art Kruger.....	26
Edward C. Carney Hall of Fame	25
General	23
Pan American Deaf Games	25
S. Robey Burns	24
Summer Deaflympics	24
Winter Deaflympics	24

G	
Games Preparation Committee	
Classified as a Standing Committee.....	10
Committee Membership Restrictions.....	36
Committee Responsibilities and Duties	38
Composition.....	36
Description.....	36
Director – Appointees by	36
Director – Appointment of.....	36
Duties of Director.....	37
Duties of Operations Specialists.....	37
Duties of Team Leaders	37
Functions	19
Guidelines.....	35
Meetings	36
Officer Duties.....	37
Purposes and Objectives.....	35
Removal from Committee.....	36
USOC Regulations	36
General Fund	23
Goals.....	See Objectives
Governance Committee	
Classified as a Standing Committee.....	10
Functions	18
Grievance Appeals Board.....	18
Recommendations.....	9
Grievance Appeals Board	18
Group Membership Categories	
Group A	8
Group B	8
Group C.....	8
Group D.....	8
Guidelines	
Amendments	9, 44
Distribution.....	See Revisions
NSO Affiliation Criteria Policy	42
Revisions	See Revisions
Updating	See Revisions
H	
Hearing Test.....	30
House of Delegates	
Amendments	9
Certificate of Election.....	16
Credentials Committee.....	16
Delegate Representation.....	8
Delegate Voting Rights.....	8
Elections	16
Meetings	9
Notification of Meeting	16
One Vote	8
One-Year Individual Membership.....	8
Order of Business.....	26
Past Officer.....	9
Proposals by Any Member	9

Proposals by Executive Board	9
Quorum	9
Reports, Recommendations, Proposals.....	16
I	
ICSD	
Congresses (Summer/Winter).....	15
Criteria for Deafness	30
Incorporation	10
Indemnification	
Additional Rights	11
Coverage.....	11
Determination of Payments.....	11
Expenses	11
Insurance	11
Individual	
Definition/Classification	13
Dues.....	22
Member of USADSF.....	7
J	
Jordan, Jerald M.	
Award	16, 31
Jurisdiction	
Committees	17
Games Preparation Committee.....	35
Games Preparation Committee and Athletes	39
USADSF - ICSD and zone games	6
K	
Kruger, Art	
Award	15, 31
Fund	26
L	
Legal Counsel.....	10
Liabilities	12
Waiver.....	22
Liaison	
Authority to Approve Expenses.....	18
Budget Committee	18
Committee Agenda	17
Committee Minutes	18
Consultation with Committee Chair.....	17
Development Committee.....	19, 40
Games Preparation Committee.....	19
Governance Committee	18
Report	27
Standing Committees.....	10
Travel Arrangements.....	18
US Deaf Games Committee.....	19
USADSF Hall of Fame, Awards and Recognition Committee	19
Loss of Wages	23

M	
Membership	
\$1.00 for Hall of Fame Fund.....	25
Benefits.....	22
Classes.....	7
Definition of a NSO.....	13
Definition of a Supporter.....	13
Definition of an Individual	13
Gender.....	7
Insurance Coverage	22
Length.....	22
Required Membership by Default.....	22
Voice and Voting Rights	22
N	
NGB	
Affiliation with NSO.....	27
Cooperation with USADSF	7
NSO Group A Affiliation.....	8
NSO Group B Affiliation.....	8
NSO	
51% of Board.....	27
Affiliation Criteria Policy.....	27
Affiliation Criteria Policy (full text).....	42
Affiliation with NGB.....	27
Affiliation with USADSF	27
Definition.....	13
Extra HoD Delegates.....	8
Group A Category.....	8
Group B Category.....	8
Group C Category	8
Group D Category	8
Member of USADSF	7
Officer	14
Organizing a Tournament.....	28
Personnel - Selection and Recommendation	27
Promoting Activities	28
Representation at NSO Council	9
Representation at NSO Council and HoD ...	27
Requirement for Receiving Financial Assistance.....	27
NSO Council	
Advisory Capacity.....	9
Coordination with Committees.....	16
Meeting with Executive Board	17
Meetings.....	9
Representatives.....	9
Responsibilities.....	16
O	
Objectives	
Athletic Competition.....	7
Coordinating and Controlling.....	6
Developmental.....	6

Educational	6
General	6
Officers	
Election Terms	13
Eligibility	14
Removal	13
Titles.....	7
Vacancy	13
Operations Specialists .. See Games Preparation Committee	
Order of Business	
Executive Board Meeting	26
HoD Meeting	26
Standing/Ad Hoc Committee Meetings	27
Organization	
Affiliations	6
Compliance with Corporate Laws	10
Cooperation with NGB	7
Determination of Dues	22
Dissolution.....	12
Distribution of Assets and Monies	12
Expenses	23
Financial Authority.....	21
Fiscal Year	23
Governing Body of ICSD.....	28
Incorporation	10
Legal Counsel	10
Liabilities	12
Name.....	6
Policy for International Sports Competition	28
Resident Agent.....	10
Services Without Compensation	22
Tax Filing Obligations.....	10
Use of Name and Logo	6
Waiver of Liabilities	22

P

Pan American Deaf Games Fund.....	25
PANAMDES.....	22, 35
Parliamentarian.....	12
Past Officer	See House of Delegates
President	
Appointment of Committee Members.....	17
Duties	14
Presiding Officer	12
Processing Fees for US Team Members.....	23
Proposals	See House of Delegates
Publications	
<i>Annual Deaf Sports Review</i>	22
<i>Inside USADSF</i>	22
<i>USADSF Bulletin</i>	22

Q

Quorum.....	9
-------------	---

R

Request for Interpretations.....	21
Resident Agent.....	10
Revisions	
Distribution.....	12
Frequency.....	11
Procedures	11
Updating	12
Rights	
Amateur Athlete.....	11
Suspended Member's Participation.....	21
Voting Delegate	8
Robert's Rules of Order	12

S

S. Robey Burns Fund.....	24
Selection Criteria.....	37, 38
Services Without Compensation	22
Sportsman of the Year	34
Sportswoman of the Year.....	34
Standing Committees	
Ad Hoc.....	10
Budget	10
Development	10
Games Preparation Committee	10
Governance	10
Liaison	10
Order of Business.....	27
US Deaf Games	10
USADSF Hall of Fame, Awards and Recognition	10
Summer Deaflympics Fund.....	24
Supporter	
Definition.....	13
Member of USADSF.....	7
Suspension List.....	21

T

Taxes	
City and State Sales	10
Filing Obligations	10
IRS Form 990	10
Team Leaders	See Games Preparation Committee

U

US Deaf Games Committee	
Classified as a Standing Committee.....	10
Functions	19
USADSF	See Organization
USADSF Annual Awards	
Guidelines.....	30
USADSF Hall of Fame	
Guidelines.....	31

USADSF Hall of Fame, Awards and Recognition Committee	
Classified as a Standing Committee	10
Functions.....	19
Guidelines	30
USADSF Sportsman and Sportswoman of the Year.....	34

V

Vacancies	
Committee Members	17, 38
Executive Board Officers.....	13
Vice-President of Finance	
Accounting Report on Each Fund	23
Annual Financial Reports	23
Bookkeeping for USADSF Hall of Fame, Awards and Recognition Committee	19
Coordination with Vice-President of International Affairs.....	15
Deposits of Funds	24
Duties	14
Financial Statements from NSOs.....	27
Liaison with Budget Committee.....	18
Payment of ICSD Congress Delegates' Expenses	16
Sponsor Permission	29
Vice-President of International Affairs	
Coordination with Vice-President of Finance.....	14
Duties	14

Games Preparation Committee	36
Liaison with Games Preparation Committee	19
Sponsor Information	29
Vice-President of Member Services	
Copy of Press Release - Hall of Fame	33
Copy of Press Release - Sportsperson of Year	35
Copy of Robert's Rules of Order	12
Duties	14
Interpretations.....	21
Liaison with Governance Committee.....	18
Liaison with USADSF Hall of Fame, Awards and Recognition Committee.....	19
Proposals and Amendments	9
Request for Proposals and Amendments.....	9
Vice-President of NSO Affairs	
Award Announcement	35
Ballot Verification.....	35
Conveyer of NSO Issues and Concerns.....	17
Duties	15
Evaluation of Fund Disbursements.....	40
Liaison with Development Committee ...	19, 40
Liaison with US Deaf Games Committee ...	19
Reports for Development Committee	40
Representation at NSO Council	9

W

Waiver of Liabilities	22
Winter Deaflympics Fund	24