

OAK HARBOR WRESTLING CLUB CONSTITUTION AND BY-LAWS

ARTICLE 1: The organization shall be known as the Oak Harbor Wrestling Club located in the city of Oak Harbor, Washington.

ARTICLE 2: PURPOSE, MISSION, AND OBJECTIVES

SECTION 1: To promote interest in the sport of wrestling among parents and the youth of Oak Harbor, and Whidbey Island.

SECTION 2: To supervise, sponsor and financially assist a disciplined and competitive program of wrestling.

SECTION 3: To develop in members, the ideals of good sportsmanship, honesty and respect for authority.

SECTION 4: To stress the concept of parents and children working and playing together in all club activities so that the family may be strengthened in the process.

ARTICLE 3: MEMBERSHIP

SECTION 1: A youth desiring active membership will be registered at the first club activity that he/she attends and reviewed at the next meeting of the club officers. All youth members must first have a USA Wrestling card, and valid waiver/other forms completed.

SECTION 2: If one or more youths in a family are members, the adults in that family are considered members of the club, and shall have attendance privileges at OPEN board meetings.

SECTION 3: The OHWC can assess Annual Membership dues for each youth member. The amount will be determined by the board, and will include the cost of each Youth member's USA Wrestling Card. Members, youth and adult, may also be required to participate in fundraising activities deemed necessary and set up by the Board. The Board reserves the right to waive the annual dues and fundraising for any member.

SECTION 4: Coaches, Board Members, and those approved by the Board will also be considered members.

SECTION 5: Coaches will be considered members after the following: Background Checks and Safesport Training successfully completed; proof of a USA Wrestling Coaches Card; completing the Volunteer paperwork; and Board approval.

SECTION 6: Adult members and coaches may petition for voting privileges in writing, to be voted on by the existing board.

SECTION 7: Membership shall be from September 1 through February 28, March 1 to August 31, or September 1 to August 31.

ARTICLE IV: OFFICERS

The officers shall be voting members of the club in good standing and shall be the governing body of the club.

SECTION 1: The officers for the Board of Directors shall be: 1- the President; 2- the Vice-President; 3- the Secretary; and 4- the Treasurer.

SECTION 2: Any existing member of the Club can serve as an officer.

SECTION 3: Officers will be elected by a vote of the Board of Directors, and those members with voting privileges.

SECTION 4: - Officers shall hold office until: (a) the successor is duly elected, (b) death or disability, (c) resignation or (d) removed from office by a majority of all voting board members (majority being 50% plus one).

SECTION 5: –Duties of President - The President shall supervise all business affairs and enforce all of the rules of the club. He/she shall preside at all business meetings and assure that an orderly and complete 3 meeting is conducted. He/She will be responsible to interview possible volunteer coaches, and those looking for the position of Head Coach. The President will also have veto power on any purchases or expenditures over 300\$, and on Club Fundraising activities, Tournaments, and Travel expenditures. The President may be a signer on checks issued on behalf of the club.

SECTION 6: Duties of Vice-President - The Vice-President shall assist the president in the performance of his duties. In the absence of the president, the Vice-President shall perform the duties of the President. The VicePresident shall also perform other duties as assigned by the president. The Vice-president may be a signer on checks issued on behalf of the club.

SECTION 7: Duties of Secretary – The Secretary records the minutes of all meetings and prepares a copy of such minutes for the permanent record before the next meeting or club publication. The Secretary is responsible for membership lists, updating records, providing coaches with current copies of USA Wrestling Membership Cards and Waivers. The Secretary is responsible for correspondence of the club.

SECTION 8: - Duties of Treasurer – The Treasurer maintains the financial records of the club and prepares checks as directed by the board or president. The Treasurer shall make deposits and give a current financial report at each meeting. The Treasurer may be a signer on checks issued on behalf of the club.

SECTION 9: Duties of the Head Coach- The Head Coach is considered a Member of the Board of Directors for the OHWC. He/ SHe will be responsible for scheduling volunteer coaches for adequate supervision for practices; planning and instructing wrestling technique throughout the season (this includes have a big-picture and day-to-day plan for each level); organizing coaches and delegating responsibilities at practice and tournaments; and scheduling Club tournaments for attendance and communicating that with the Secretary. A vital obligation of the Head Coach is frequent and productive communication of issues with the President; positive, productive communication with parents; and encouraging and positive interactions with youth members.

ARTICLE V: BOARD OF DIRECTORS

Section 1 –The Board of Directors shall be the principle governing body of the club and shall be responsible for managing the affairs of the club.

Duties include: a. Authorize expenditures, within limits, fixed by the corporation, b. Act on behalf of the organization on all ordinary matters between meetings. c. Supervise the work of the officers, coaches, committees, and those appointed to specific duties. d. Be responsible for

the operations of the Oak Harbor Wrestling Club. e. Approve memberships each season f. Organize fund-raising activities.

Section 2 - The Board of Directors shall consist of the four (4) elected officers of the organization, head coach, and at least two (2) members at large after the first full year of operation.

Section 3 – The size of the Board of Directors may be changed by a majority vote of the Board. A majority consists of 50% plus one voting member.

Section 4 –Candidates for the Board of Directors shall be active, engaged members of the Oak Harbor Wrestling Club; have expressed interest in serving on the board, complete a formal interview with an appointed board member, understand the requirements, expectations and be able to fulfill the duties, responsibilities and serve on committees as needed. The Board will vote and the candidate will be notified. Board members who are not active and engaged (meaning attend meetings and respond to emails/tests when needed) will resign their position.

ARTICLE VI: MEETINGS

Section 1 – The Board of Directors shall meet monthly, or as necessary, to conduct the orderly business of the club. If a board member is unable to attend a meeting, they should contact the secretary or president prior to meetings.

Section 2 - Upon notification by the President, the Secretary shall notify all members by telephone or email of the time and the place of all meetings other than those regularly scheduled. Meetings shall be held on an agreed upon day during the first week of every month from October– March, May, July, and September at 6:00 PM at prearranged site (other dates can be substituted in when needed).

Section 3 - All meetings shall be run in an orderly manner. They will be conducted according to Washington State laws regarding the meetings of Non-Profit organizations.

ARTICLE VII: QUORUM

Section 1 - A quorum shall consist of 50% plus one of the members of the Board of Directors. Except as otherwise provided under the articles of incorporation, these bylaws, or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the chair shall entertain at such meeting is a motion to adjourn. A 50% plus one majority vote of the Board of Directors is necessary to amend, add, or replace any article in these by-laws.

ARTICLE VIII: ELECTIONS

SECTION 1-Elections for new officers will be held in August of every year.

SECTION 2- The current serving members of the Board of Directors will meet to discuss vacant positions and nominate potential candidates for those roles. Nominees must first be contacted and express interest for discussions to continue.

SECTION 3- A private vote will be taken by existing board members, with counting being conducted by the Secretary during the meetings.

ARTICLE IX: FINANCES

Section 1 - Contracts - Only the Board of Directors may authorize contracts on the part of the organization with a majority vote.

Section 2 - Loans - No loans may be contracted on behalf of the Club and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 3 - Checks – Checks under \$300.00 require only 1 signature and will be signed by the Treasurer, President, and/or Vice President. All checks over \$300.00 require two signatures. All expenses over \$500.00 will be pre-approved by the Board of Directors at a meeting of the Board of Directors or electronically voted on by the Board of Directors when meetings are not feasible. Approval shall consist of 50% of board members plus 1. Any or all expenses between Board meetings will be reported at the next Board meeting.

Debit Card – purchases over \$300.00 require approval by two board members, via email, a copy of which will be attached to the receipt by the treasurer. Purchases over \$500 require preapproval by a majority vote of board members via email or board meeting. Approval shall consist of 50% plus one of board members. If approval is made via email, a copy of the email will be to the receipt by the treasurer. Purchases of athlete memberships on USA Wrestling do not require preapproval.

Section 4 - Deposits - All funds of the Club not otherwise employed for its purpose shall be deposited from time to time to the credit of the Club in such banks or other depositories as the Board of Directors may select.

Section 5 - Financial Audit - The Board of Directors will appoint a qualified member or agent to conduct an annual audit of the income and expenses of the organization to be done in the month of March by at least 2 people of the general membership.

Section 6 – Dissolution – In the event of the OHWC dissolving as a nonprofit organization, all assets and funds will be donated to USA Wrestling.

ARTICLE X: CODE OF CONDUCT

Section 1 – Application of Rules –

The rules of conduct shall apply to all competitive Board members, members, affiliated members, officials, coaches, chartered clubs, and individuals associated with the Oak Harbor Wrestling Club.

It is the expectation of the Oak Harbor Wrestling Club that all individuals and organizations affiliated with it in any manner shall conduct themselves in the most honorable, courteous and sportsmanlike fashion.

Section 2 – Rules of Conduct

a. Neither the bylaws of the Oak Harbor Wrestling Club or any segment thereof shall be violated.

b. No person or organization shall perform or allow willful, flagrant or repeated destruction of personal or public property.

c. No person or organization shall use or permit the use of abusive or threatening language or conduct toward any tournament official, Oak Harbor Wrestling Club official, United

States Wrestling Association official, wrestler, parent, or coach. If a parent, athlete or coach of the Oak Harbor Club has concern of another club(s) or coach(s) conduct, language or other alarm, this shall be brought to the attention of the head coach or his designee at the tournament immediately, and the President of the Board within an appropriate timeframe. The Board of Directors shall convene a meeting to review the complaint/concern, investigate to the best of the Board's ability including to communicating with, but not limited to the other club in question and inform the complainant of the Board's findings and recommendations to resolve the concern(s).

d. No person affiliated with the OHWC shall conduct themselves in an unsportsmanlike fashion or allow unsportsmanlike behavior.

e. No person or organization shall conduct an act of theft, or allow an act of theft to be perpetrated.

f. No alcohol, drugs, or use of tobacco will be allowed by any competitive member in or on the premises of any and all facilities where W.S.W.A. or USA Wrestling sanctioned events are in progress. Drugs approved or prescribed by proper medical personnel for use by a competitive member shall be exempted.

g. No person or organization shall knowingly falsify or permit the falsification of any document relative to the Oak Harbor Wrestling Club, USA Wrestling, or sponsored functions.

h. No person or organization shall participate in or permit fighting or physical abuse.

i. No person or organization shall participate in or permit any act of cheating.

j. No person or organization shall conduct any act, or permit any act to be conducted, not specifically stated herein, that may endanger any person or property tangible or intangible.

k. No person or organization shall participate in or permit the use of any lewd, obscene, or pornographic materials nor promote any illegal actions or behaviors.

Section 3 – Disciplinary Actions

a. Reporting: Infractions Any infraction of the Rules of Conduct shall be reported to the appropriate acting Head Coach, or Board President. Each report shall contain all pertinent names, date, locations, and a detailed account of the infraction, prepared by the Head Coach, or Board President of the event where the infraction occurred, or by any Board of Director, or any member of the Oak Harbor Wrestling Club. In the event that the infraction involves one or more minors, a copy of the initial report shall be mailed to the appropriate parent(s) or guardian(s) by the President, or assigned agent.

b. Major Infractions: In the case of any major or serious infraction of the Rules of Conduct, the acting Head Coach, or the director of the event shall first comply with the rules of disqualification as defined in the USA Wrestling International Wrestling Rules, if applicable, or secondly shall eliminate the offender or offenders from the event and notify an Oak Harbor Wrestling Club Board member at the earliest opportunity.

c. Review and Discipline: The President shall review each infraction and take disciplinary action based on the merits of each case. Such actions may include, but not be limited to reprimands, suspensions, or revocations of competitive memberships, coach's memberships, official's licenses, or elimination from any and all activities within the Oak Harbor Wrestling Club's authority.

d. Appeals: Any person or organization may appeal the decision of the tournament director, or President to the Board of Directors of the Oak Harbor Wrestling Club for review. Any

appeal must be made in writing to the Board, and shall be placed on the agenda of the next Board of Directors meeting. The applicant may request, but shall not be guaranteed, a special meeting of the Board of Directors to review the appeal, and shall be liable for all expenses incurred by the OAK HARBOR Wrestling Club and the members of the Board of Directors to convene such special meeting. A deposit of \$100.00 shall be required of the appellant prior to convening such special meeting, and any portion used to defray expenses shall be returned following the conclusion of such special meeting. In any case, the outcome of such special meeting shall not be made known to appellant until all expenses incurred have been reimbursed.

e. Discipline of Minors: In the case of disciplinary action taken against a minor or minors, the parent(s) or guardian(s) of such minor or minors shall be notified in writing by the Board of Directors.

f. Reinstatement: All members, coaches, officials and clubs shall automatically be reinstated following the conclusion of any assessed suspension when approved by the Board of Directors. This shall be with 50% plus one voting members.

Article XI: Coaches

Coach training

1. Potential coaches must first complete a background check through USA Wrestling and purchase a coach membership and provide a clear and acceptable background check for club recording.

2. Potential Head/Asst. Head coaches must complete either the copper or bronze level coach training offered by USA Wrestling. The training may be completed online or in person at a clinic. Upon completing the training, OHWC will reimburse the cost of this training.

3. Coaches will be considered coaches/ volunteer coaches in training until copper or bronze level certification is completed

4. Coaches must attend any meetings required by head coach to instruct, make decisions for coaching of athletes, or to disseminate information.

5. Coaches should read and be familiar with wrestling rules handbook.

6. Coaches should participate in any coaches clinic hosted by the OHWC.

7. Coaches will sign and abide by "Coaches Code of Conduct."

Created September 2, 2019 by Peter Esvelt

PRESIDENT: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

VICE-PRESIDENT: _____

ADDRESS: _____

PHONE: _____

SECRETARY: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

TREASURER: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

HEAD COACH: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____