

## **BY-LAWS OF**

### **BEAVER AREA WRESTLING ASSOCIATION**

#### **ARTICLE I: NAME**

The name of this organization is the "Beaver Area Wrestling Association," referred to in these By-Laws as "BAWA."

#### **ARTICLE II: PURPOSE**

The purpose of this organization is to provide an opportunity for students in the Beaver Area School District (and any other participating school district in a cooperative wrestling agreement with the Beaver Area School District) to wrestle competitively and to develop life skills, promote social relationships, develop and advance community spirit and interest in wrestling, encourage scholastic achievement and help fulfill the financial obligations of the wrestlers.

The mission of the Beaver Area School District, is to propel the Beaver Area School District prepare students to achieve their personal best today and tomorrow through the pursuit of rigorous academics which integrate creative thinking and innovation, through the development of an informed global perspective, and through the instilling of responsibility to their community. It will be the mission of the BAWA to support the mission of the Beaver Area School District. To that end, the Beaver Area Wrestling Association will ensure that wrestling opportunities for kids from K-12 exist within the Beaver Area School District, including a Beaver Youth, Middle and High School teams (the "Beaver Wrestling Teams"). It shall be paramount that the BAWA ensure a safe, positive and caring environment for its wrestlers, member families and the community.

#### **ARTICLE III: MEMBERSHIP**

##### **SECTION 1: DEFINITION**

The membership ("Members") shall consist of the parents and/or guardians of any child who:

- (1) attends school within the Beaver Area School District or any other school district participating in a cooperative wrestling agreement with the Beaver Area School District and/or the youth wrestling team, and meets all eligibility rules;
- (2) has signed up to wrestle for one of the Beaver Wrestling Teams; and
- (3) pays the fee (if any) set by the Board of Directors, or who has accepted a needs based scholarship, based upon the criteria adopted by the Board of Directors.

To maintain membership, the parent or guardian must maintain a status of good standing within BAWA. Coaches, assistant coaches and managers will also be members of BAWA. Interested persons in the community may also join the BAWA by appointment, or petition to the Board; and shall be admitted as Members only by vote of a simple majority of the Board.

##### **SECTION 2: RIGHTS AND RESPONSIBILITIES**

1. Each parent of a wrestler on one of the Beaver Wrestling Teams who is in good standing at a Board Meeting will be entitled to one (1) vote.

2. To maintain good-standing in BAWA each member must be current in all dues and fees required by either the By-Laws or the administration of the program and not suspended in any way for improper conduct by the Board of Directors.

#### **ARTICLE IV: BOARD OF DIRECTORS**

##### **SECTION 1: RIGHTS AND RESPONSIBILITIES**

1. The affairs of the BAWA shall be managed by its Board of Directors who shall be members of BAWA and who shall be elected by the membership by a majority vote. In addition to all other duties, the Board of Directors will select a Youth Head Coach when the position becomes available. If requested by the Beaver Area School District, the Board of Directors may assist in the selection and maintenance of High School and Middle School head and assistant coaches.

2. The board shall hold regular meetings in addition to the annual membership meeting.

3. The Board of Directors will retain the authority to suspend a member(s) of the youth coaching staff or recommend to the School District suspension or punishment for High School or Middle School head and assistant coaches.

##### **SECTION 2: MAKE UP OF THE BOARD**

1. The business of BAWA shall be managed and controlled by a Board of no less than five (5) members and no more than seven (7) Directors.

2. The Board of Directors shall consist of the following executive officers:

a.) President

b.) Vice President

c.) Secretary

d.) Treasurer

e.) Liaison from Youth Team (parent must have wrestler in Youth Program or be actively involved with the Youth Program)

f.) Up to two (2) Directors At-Large

##### **SECTION 3: MAJORITY**

A majority of the Board of Directors shall constitute a quorum for the transaction of business.

##### **SECTION 4: COMPENSATION**

Directors shall not receive any monetary compensation or other benefits for their services as Directors but may be reimbursed for necessary expenses. Written expense reimbursement requests must be presented to the Treasurer and be approved by the Board of all costs for which reimbursement is requested.

##### **SECTION 5: ELECTION OF BOARD MEMBERS & OFFICERS**

1. The Secretary will solicit nominations from the entire membership for each Board and officer position by email. This slate of nominees will be presented by the Secretary at the Annual Membership Meeting, typically held in May or June, where additional nominations may be taken from the floor.
2. Additional nominations from the floor will be recorded at the meeting on the ballot at the Annual Membership Meeting, prior to a vote of the general membership. Ballots will be distributed at the Annual Membership Meeting. If possible, the ballots will be counted and the results announced at this meeting. Otherwise, the results must be announced to the membership by email within one week of the election.
3. Each Director will be elected to serve a minimum two (2) year term. To help insure continuity of operations, staggered two year terms will be arranged so that a minimum of three directors are elected each year. From the elected directors, the officer positions of Vice President, Treasurer and Liaison with the Youth Team shall initially have a half-year term and then those positions will have two-year term thereafter. All terms will begin on July 1 of the calendar year and end on June 30 of a calendar year.

#### SECTION 6: VACANCIES

Upon vacancy of any office, the Secretary will solicit nominations from the entire membership and present this list of interested nominees to the board, and if the Vice President is unable, or said position is open, then it shall fall upon the President to accomplish said task. The vacancy shall be filled by a vote of the remaining board members and the person selected will hold office until elections are held at the next Annual Membership Meeting.

#### SECTION 7: CODE OF CONDUCT

1. Should a disagreement between board members, a board member and a coach, or between coaches, arise the following standards for the disagreement shall be followed:

- 1) Walk away
- 2) Collect thoughts
- 3) Within 2 days bring it back together face to face
- 4) If the situation is past a face to face meeting obtain an independent mediator from the board.

2. Failure to follow the Code of Conduct could result in discipline up to or including removal from position.

#### SECTION ~~8~~7: REMOVAL

1. Should an officer or board member fail to perform their duties or other circumstances warrant possible removal from the board, the Board of Directors will investigate the issue and issue a written report concerning its investigation.
2. Should the Board recommend removal, the board member/officer will be given the opportunity to resign or present the issue to the membership at a membership meeting and have the removal question decided by a vote of the membership.

#### ARTICLE V: DUTIES OF OFFICERS & BOARD MEMBERS

## SECTION 1: PRESIDENT

The duties of the President are:

1. To serve as chairperson of the Board of Directors.
2. To insure that BAWA operates within the By-laws.
3. To preside over all meetings using "Roberts Rules of Order" as a guideline.
4. Set the time and place of all membership and board meetings.
5. To authorize payment of bills and other expenditures which necessitate action between Board meetings.
6. To make annual reports showing the condition of the affairs of the Association, and its the yearly activities.
7. To direct communication with the Beaver Athletic Director and the Executive Director of governing associations, organizations and leagues in which the wrestlers may wish to participate.
8. To appoint all committee chairpersons and other committee chairpersons as needed.
9. The President can delegate such duties to other Board Members as he/she deems appropriate.

## SECTION 2: VICE PRESIDENT

The duties of the Vice President are:

1. To assume the duties of the President or other Board Members in their absence.
2. To automatically become President if for any reason the office of President becomes vacant until that vacancy is filled per Article IV: Section 6 of these By-laws.
3. To direct communications with the press.
4. To direct fund-raising activities, including tournaments.
5. To direct legally compliant recruiting activities.
6. To oversee all parent, volunteer, coach training on legal compliance and child health and safety. To that end, at the beginning of each meeting, the Vice President shall report to the members regarding parent, volunteer, coach legal compliance and child health and safety program. It shall be paramount that the BAWA ensure a safe, positive and caring environment for its wrestlers, member families and the community.
7. To organize the end of season banquet, including location, catering and player awards for all levels of the organization.

## SECTION 3: SECRETARY

The duties of the Secretary are:

1. To record minutes of all BAWA meetings, meetings of the Board of Directors, and meetings of any other executive committee meetings that may be established.
2. To acquaint prospective and new members with BAWA policies.
3. To keep an up-to-date roster of wrestlers and members of all Beaver Wrestling Teams.
4. To keep on file a copy of the By-laws and amendments and make a copy of same available to every member that requests said By-laws.
5. To make available to the various officers and/or committees, any BAWA records or documents that are necessary for the performance of their duties; and upon request, to make these records or documents available to any member in good standing.
6. To take roll call of board members and attendance of wrestlers' representative at each meeting.
7. To provide to incoming board members within two weeks of their election, a copy of the duties of each office.
8. To coordinate and maintain information being posted to the Beaver Area Wrestling website.

#### SECTION 4: TREASURER

The duties of the Treasurer are:

1. To keep current financial records of BAWA and provide a written report at each Board of Directors and membership meeting.
2. To maintain records of the BAWA checking account and any other bank account of BAWA.
3. To alert the Board of Directors of any delinquent accounts.
4. To keep the board members advised of the financial condition of BAWA by submitting a written balanced statement at each Board Meeting.
5. To provide the Board with a proposed budget for a vote for the upcoming year.
6. To provide the membership with a summary report of the income and expenses of BAWA at each Annual Membership Meeting.
7. To deposit all funds of BAWA upon receipt.
8. To initiate a payment policy, with Board approval, of individual accounts.

#### SECTION 5: YOUTH LIAISON

The duties of the Youth Liaison are:

1. To be responsible for the inventory of all equipment and shall seek the best quality at the best price for all new purchases as directed by the Board.
2. To receive reports from the Beaver Wrestling Teams and keep the Board informed of these reports.

3. To represent BAWA at all association, organization and league meetings and keep the membership informed of actions taken at these meetings.
4. To distribute and keep records of game tickets/50/50 concessions etc... or assign a BAWA member to do same.
5. To maintain communications with the head coaches concerning all paperwork for the League dealing with team registration.
6. Any other duties deemed necessary, including the recruiting of wrestlers for the Beaver Wrestling Teams.
7. To organize picture day by securing a photographer and coordinating with the Youth Head Coach to ensure that pictures are promptly scheduled in a manner that orders can be received prior to the first WAWA match.

Officers and Board Members are expected to attend regularly scheduled board meetings. Failure to attend three or more consecutively scheduled meetings may be considered cause for removal from the Board.

#### **ARTICLE VI: CONTRACTS, CHECK, DEPOSITS, AND REFUNDS**

##### **SECTION 1: CONTRACTS**

The Board of Directors must approve all contracts and contractual obligations on behalf of BAWA prior to entering into such contracts.

##### **SECTION 2: CHECKS**

All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of BAWA shall be signed by the Treasurer or the President. In the case that the dollar amount exceeds \$500, *both of the aforementioned officers must sign the check or approve in writing the expenditure.*

##### **SECTION 3: DEPOSITS**

All funds of BAWA shall be deposited upon receipt to the credit of BAWA in such banks or other depositories as selected by the Board of Directors.

#### **ARTICLE VII: COACHES AND THEIR ASSISTANTS**

##### **SECTION 1: COACHES**

Any coach hired, approved for participation, or recommended to take up coaching responsibilities, shall be of high moral character. All decisions regarding mat time, including selection of wrestlers for teams, use of eliminations and amount of mat time for each wrestler, are entirely in the hands of the particular head coach.

1. Additional duties of the coaches are as follows:

- a. To provide instruction for all wrestlers.

- b. To coordinate and supervise all practices, including tournament activity.
- c. To coach or provide a substitute coach for all regular season matches, tournaments and exhibition matches.
- d. To foster and encourage good sportsmanship among the wrestlers and member families.
- e. Wrestlers, coaches and families shall abide by the BAWA Code of Conduct; together with the BEAVER AREA SCHOOL DISTRICTS CODE OF CONDUCT.

2. Any physical or verbal abuse including the use of profanity by coaches or wrestlers is strictly prohibited.

3. All coaches will receive Act 34 clearance, Background checks; and shall participate in training made available by the BAWA, or its designee, in order to ensure instances of abuse are prevented.

#### SECTION 2: HEAD COACHES

- 1. The Head Coaches shall coach their particular teams, i.e., youth, middle school and high school.
- 2. The Head Coach for each particular team shall interview prospective assistant coaches and volunteers, and if the Head Coach deems that the candidate has sufficient character, skills and temperament, the Head Coach will request the approval of the Board to appoint the individual as an assistant coach or volunteer.
- 3. The Head Coaches will be responsible for the actions of all assistant coaches and volunteers.

#### SECTION 3: ASSISTANT COACHES

- 1. Assistant Coaches shall support the philosophy of the Head Coaches.
- 2. Assistant Coaches shall perform the duties of the Head Coach if he/she is not available.

#### SECTION 4: REMOVAL OF COACHES AND VOLUNTEERS

- 1. Should a coach, assistant or volunteer fail to perform their duties or other circumstances warrant possible removal, the Board of Directors will investigate the issue and issue a written report concerning its investigation.
- 2. The Beaver Athletic Director will be informed of any reason for the Athletic Director to involuntarily remove any High School or Middle School Head Coach, assistant coach or volunteer.
- 3. Should the Board recommend removal, any Head Coach, assistant coach or volunteer, will be given the opportunity to resign or present the issue to the membership at a membership meeting.
- 4. The Board retains the responsibility to make the final decision regarding the coaching personnel decisions with the Youth program. The Athletic Director will have the final decision on High School and Middle School coaches.

### **ARTICLE VIII: BY-LAWS**

#### SECTION 1. AMENDMENTS

Any proposed amendments shall be presented to the Secretary twenty (20) days prior to the Annual Membership Meeting. The Secretary will send each member a copy of amendment(s) one (1) week prior to the meeting where it will be presented for discussion. The amendments will be voted on at the Annual Membership meeting per Article IX Section 2.

## SECTION 2: RATIFICATION

These by-laws will become effective upon ratification per Article IX Section 2. By-laws are to be read and discussed at one Board meeting and voted on at the Annual Membership Meeting.

## **ARTICLE IX: PARLIMENTARY AUTHORITY**

### SECTION 1: LIMITATION OF DISCUSSION

Each person shall be permitted to speak no more than *five minutes* on each subject. This rule may be waived by the President by motion from any board member.

### SECTION 2: VOTING

At the Annual Membership Meeting, a quorum shall consist of 4 Board Members. All matters being voted on must pass by a majority vote.

### SECTION 3: SPECIAL MEMBERSHIP MEETING

A Board Meeting (other than the Annual Meeting) may be called at any time by the President, or upon written request signed by at least two (2) members of the Board of Directors, or upon written request and signed by at least fifteen (15) members of BAWA. Due notice of a meeting showing the purpose thereof, shall be given to the membership not less than ten (10) days prior thereto.

### SECTION 4: MONTHLY MEETINGS

BAWA Board meetings will be conducted on a monthly basis at a location determined by the President. Every effort shall be made to meet in the same location each meeting. All meetings will be held in a public location and are open to the public.

### SECTION 5: ROBERT'S RULES

The manual "Robert's Rules of Order, Revised." will serve as a guideline of the Association not herein provided for.