

ANACORTES HAWKEYES WRESTLING CLUB CONSTITUTION AND BY-LAWS

ARTICLE I: NAME

Section 1 - The organization shall be known as the **Anacortes Hawkeyes Wrestling Club** located in the city of Anacortes in the state of Washington.

ARTICLE II: PURPOSE

Section 1 - To promote interest in the sport of wrestling among the youth and parents in the Anacortes area.

Section 2 - To supervise, sponsor and 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 III: MEMBERSHIP

Section 1- The corporation shall have only one class of members. The qualifications for membership in this club are as follows:

- a. The member must be a parent or guardian of a registered Anacortes Hawkeyes Wrestling Club wrestler or wrestlers. All wrestlers must hold a current USA Wrestling card in order for their parent or guardian to be a member of the corporation, or;
- b. An adult who is a coach, or is on the Board of Directors, or is approved by the Board of Directors may be a member.
- c. Athletes become a member of the AHWC by completing all required paperwork and obtaining the required USA Wrestling athlete membership. By default, parents of an athlete automatically become a member of the club when their child becomes a member. Adults who do not have a registered athlete with the AHWC may also become a

member by obtaining the required coach membership through USA Wrestling or by completing the online volunteer application through our website. They can become a voting member of the AHWC board by expressing interest and then being voted in by the existing board.

Section 2 - Membership period shall be from September 1 through August 31.

Section 3 - Annual dues payable to the corporation can be assessed each year by the Anacortes Hawkeyes Wrestling Club's Board of Directors. The purpose of the annual dues is to show a sincere interest in being an active participant in the program. It will also help in deferring some of the operating costs of the wrestling program. Members may also be required to fulfill certain fundraising goals as may be established from time to time by the Board of Directors. The Board at their discretion may waive membership dues and fundraising goals for a member.

Section 4 - Scholarships - Prospective members may fill out a scholarship form to request full or partial scholarship of registration fees and/or tournament entry fees. The limit for each athlete to request is \$200. The AHWC board may approve up to 8 athletes for scholarships.

ARTICLE IV: OFFICERS

Section 1 - The officers of the corporation shall be: President, Vice-President, Secretary, and Treasurer.

Section 2 - Any person may serve as an officer of this corporation.

Section 3 - Officers shall be elected by the Board of Directors.

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 the 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

meeting is conducted. 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 Vice-President 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 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.

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 Anacortes Hawkeyes 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.

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 Anacortes Hawkeyes 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. A board member who has two unexcused absences from meetings during one season shall resign his or her position. If a board member is unable to attend a meeting, they should contact the secretary or president prior to meetings. An unexcused absence is when the member does not contact the secretary or president prior to the meeting.

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.

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: 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 AHCWC dissolving as a non-profit organization, all assets and funds will be donated to USA Wrestling.

ARTICLE IX: 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 Anacortes Hawkeyes Wrestling Club. It is the expectation of the Anacortes Hawkeyes 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 Anacortes Hawkeyes 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, Anacortes Hawkeyes Wrestling Club official, United States Wrestling Association official, wrestler, parent, or coach. If a parent, athlete or coach of the Anacortes Hawkeyes 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 AHCWC 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 Anacortes Hawkeyes 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 Anacortes Hawkeyes 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 Anacortes Hawkeyes 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 Anacortes Hawkeyes 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 Anacortes Hawkeyes 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 Anacortes Hawkeyes 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 X: 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 core 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, AHCWC will reimburse the cost of this training.
3. Coaches will be considered 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 a coach clinic hosted by the AHCWC.
7. Coaches will sign and abide by "Coaches Code of Conduct."

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