

# **Rogers Youth Wrestling Club**

## **By-Laws and Procedures**

### **ARTICLE 1**

#### **NAME OF ORGANIZATION**

The name of this organization shall be the Rogers Youth Wrestling Club, Inc. (Hereafter referred to as “RYWC” or “Club”).

### **ARTICLE 2**

#### **OBJECTIVES AND MISSION**

The objective of the RYWC shall be to extend and foster wrestling in accordance with the goals and objectives of amateur wrestling in the Rogers area, as well as the state of Minnesota; to present a healthful and wholesome pastime to all who are interested in participation and to uphold the principles of sportsmanship and fair play.

### **ARTICLE 3**

#### **GOVERNING LAWS**

The affairs of RYWC shall be conducted by the Board of Directors in accordance with established club By-laws, state and/or federal statutes governing a non-profit organization. The club By-laws are outlined subsequently in this document.

### **ARTICLE 4**

#### **CHANGES TO BY-LAWS**

- A. Any article in these By-laws can be changed via approval of the Board of Directors.
- B. Suggested changes must be submitted in writing to the Secretary of the Board of Directors to be read at the general membership meeting, and to be voted on at the following Board of Directors meeting.

- C. Passage of any suggested changes to the by-laws requires approval by 75% of the Board of Directors, subject to a quorum being met, as described in Article 7.

## **ARTICLE 5**

### **MEMBERSHIP**

#### **Section 1**

##### **General Membership**

- A. Membership eligibility shall be in accordance with MN USA Wrestling guidelines.
- B. Membership shall be from November 1<sup>st</sup> through October 31<sup>st</sup>.
- C. Annual dues will be set yearly by the Board of Directors.
- D. The RYWC annual membership meeting will be held approximately 1 month after practices begin. The location, date, and time shall be set by the Board of Directors and made public to the existing club membership.
- E. Membership registration date will be established by the Board of Directors.

## **SECTION 2**

### **CONDUCT OF MEMBERS**

- A. Participants, coaches, parents and representatives of the RYWC shall, at all times while representing or acting as a representative of the RYWC, conduct themselves in a manner which exemplifies good sportsmanship. Failure to do so may result in the termination of membership and privileges associated with the membership, with no refund of any fees paid for the membership.
- B. Anyone asked to leave for violation of the member's code of conduct may not be reconsidered for membership. RYWC reserves the right to refuse membership to any individual.
- C. Consumption of alcohol by any Club members must be done in a responsible and safe manner when performing a designated duty during a wrestling function involving any minor.

- D. Violations of Article 5, Section 2, shall be dealt with by the Board of Directors via a written reprimand, suspension, termination of membership. This is not a progressive policy and any action may be used by the Board of Directors at any time as it deems appropriate.

## **ARTICLE 6**

### **BOARD OF DIRECTORS**

#### **SECTION 1**

##### **BOARD POSITIONS**

- A. The Board of Directors shall consist of: President, Secretary, Treasurer, Activities Chairperson, Equipment and Supply Chairperson, Public Relations and Communication Chairperson, Registration and Membership Chair, and a Middle School Liaison.

#### **SECTION 2**

##### **AUTHORITY OF BOARD OF DIRECTORS**

- A. The Board of Directors shall have the authority to administer the affairs of the RYWC in the best interest of the Club and its members.

- B. In the case of a vacancy of any position, the Board of Directors has the authority to appoint, from RYWC membership, a Director to fulfill the remainder of the term, in keeping with the election schedule in Section 3.C.

### **SECTION 3**

#### **BOARD ELECTIONS AND TERMS**

- A. The RYWC shall have an annual Board of Directors election at the Annual Membership Meeting.
- B. Any adult person interesting in serving the Club may be nominated and elected to a board position.
- B. Voting members for Board of Directors elections include all general membership and shall include any parent or guardian of a wrestler who has been a member of the RYWC in the previous year, limited to parents or guardians with a wrestler in 5<sup>th</sup> grade or below. The Board of Directors will tabulate and publish the results of the election within one (1) week of the date of the election.
- C. Each Director shall be elected to a two (2) year term, beginning on November 1<sup>st</sup>. Elections for positions shall be held in alternating years, with the President, Treasurer, Secretary and Registration and Membership Chairperson elections being held in EVEN years. (2010, 2012, 2014 etc.) Elections for Equipment and Supply Chairperson, Activities Chairperson, Public Relations and Communication Chairperson, and Middle School Liaison elections shall be held in ODD years. (2011, 2013, 2015 etc.)

### **SECTION 4**

#### **RESPONSIBILITIES OF BOARD MEMBERS**

- 1. President:
  - a. Preside over all Membership and Board of Directors meetings.

- b. Prepare agenda in advance of each meeting.
  - c. Ensure all board and committee members are familiar with their roles and responsibilities, as well as executes on them.
  - d. Appoint members to committees as appropriate.
  - e. Official spokesperson of the RYWC.
- 2. Secretary:
  - a. Record and distribute minutes of all Membership and Board of Director meetings.
  - b. Written correspondence as required by the Board of Directors.
  - c. Co-signer with Treasurer on checks.
- 3. Treasurer:
  - a. Keep a complete and current record of all Club financial accounts.
  - b. Prepare financial statements as directed by the President.
  - c. Handle club funds and tracking in an appropriate manner, and in accordance with ARTICLE 8 - Financial Procedures.
  - d. The Treasurer is subject to a criminal background check at the beginning of each term, prior to installation. Failure to pass the background check will result in a new election.
- 4. Activities Chairperson:
  - a. Coordinate and preside over subcommittees to coordinate the general activities of the club.
  - b. Nominate club members to lead sub-committees as needed. Nominees must be approved by a majority vote of the Board of Directors.
  - c. Subcommittees may include, but are not limited to:
    - i. Rogers Youth Wrestling Tournament
    - ii. MN USA State Wrestling Tournament

iii. Mississippi 8 Traveling Team

5. Equipment and Supplies Chairperson:

- a. Coordinate bids and proposals from vendors and suppliers.
- b. Review and recommend bids and proposals to the Board of Directors.
- c. Ensure sufficient quantities of equipment, gear and supplies for the RYWC.
- d. Place orders for, distribute and collect equipment and supplies to the coaches and members of the club as required by the Board of Directors.
- e. Coordinate storage of the supplies and equipment owned by RYWC.

6. Public Relations and Communication:

- a. Ensure club materials and websites facing the membership or community are up to date and compliant with club bi-laws.
- b. Obtain and publish appropriate photos and videos of the Club members via website or other appropriate medium.
- c. Seek out and foster positive community relationship that aid in the development and growth of the Club.
- d. Preside over sub-committees as needed for the Club.

7. Registration and Membership Chair:

- a. Ensure that sufficient information is obtained and tracked from the Club membership to meet the needs of the Club.
- b. Submit required information to MN USA Wrestling as appropriate and required.
- c. Promote the Club to new members as well as aid in the retention of current members.
- d. Maintain records of addresses, names, and phone numbers of all Club members, coaches and Board Members.

8. Middle School Liaison:

- a. Act as a liaison for the Club as a member of the Middle School Wrestling Board.

- b. Ensure that RYWC and Middle School Board are in cooperation and general agreement of the direction and actions of the Clubs.
  - c. Keep the Board of Directors informed of any updates from the Middle School Board.
9. General Conduct of all Board Members:
- a. All board members shall conduct themselves with the highest standards of sportsmanship, honesty and integrity at all times.
  - b. Board members shall act in the best interest of the club, regardless of personal interest or relationship regarding any topic.
  - c. Board members shall attend all official meetings. Missing two consecutive meetings or more may result in removal from the Board of Directors, at the discretion of the Board of Directors.
  - d. Failure to act in a manner reflecting the clubs standards may result in discipline by the board of directors, up to and including removal from the position held, and a ban on any future club positions.
  - e. A member of the Board of Directors may be removed from their position due to misconduct in their role as a board member. This will be held in a closed board meeting and must be approved by a margin of 75% of the board members in attendance, provided a quorum is met (See Article 7 for definition of a quorum).

## **ARTICLE 7**

### **VOTING PROCEDURES OF BOARD OF DIRECTORS**

Voting procedures for the Board of Directors are described below.

- A. A quorum consists of 6 board members.
- B. Items to be voted on can be placed on the agenda via the President in advance, or can be brought up at a Board Meeting, if there is open time available on the agenda.
- C. The President will call items for voting as per the agenda for the meeting.
- D. After debate on the topic, the President will call for a vote on each topic. Votes will be verbal (Yes or No) unless noted otherwise. General issues will be decided by a majority vote of members present, assuming a quorum is met.
- E. The Secretary will record the votes of each member and outcome of each item and publish them in the minutes after each meeting.
- F. The President or board will communicate the results of each vote to the general membership as appropriate.

## **ARTICLE 8**

### **FINANCIAL PROCEDURES**

Handling of the Club's finances will be held to the utmost standards of integrity and accuracy.

- A. The Treasurer shall prepare and present a full financial report quarterly (or upon request by any board member) regarding all club finances, including the current account balance(s), items paid and received for the past quarter, and any outstanding receivables and payables.
- B. Board member approval of club expenditures:
  - a. The Treasurer may authorize and pay any expenditure up to \$500 without prior approval on the club's behalf.
  - b. The President may authorize expenditures up to a total of \$250 without prior approval on the club's behalf.
  - c. All other board members may authorize expenditures on the club's behalf, up to a total of \$100 monthly each with prior approval.



- d. All such expenditures must be for the benefit of the club and must accompany an explanation and receipt at the following board meeting in order to be eligible for reimbursement.
  - e. Every effort should be made to plan in advance for expenditures and obtain board approval in advance when possible.
- C. Reimbursement of expenditures shall be granted by a majority vote of board members as outlined above.
- D. The Board shall conduct a full financial review bi-annually to ensure that the Club finances are handled in a responsible manner, and that the Club is in good financial standing.

## **ARTICLE 9**

### **DISSOLUTION OF CLUB**

In the event that the RYWC dissolves its membership, the following will take place:

- 1. All liabilities shall be paid at the last official Board of Directors meeting.
- 2. If the Club has assets remaining after all liabilities are paid and a new Youth Wrestling Club is formed within one (1) year of the dissolution of RYWC, the assets shall be transferred in ownership to the an entity as nominated and approved by the Board prior to dissolution.