

Wright City Jr Wildcats Wrestling Club

By-Laws

Article I – Name and Location

The name of the organization shall be Wright City Jr Wildcats Wrestling Club located in Wright City, Missouri. It shall be chartered as a non-profit organization. Wright City Jr Wildcats Wrestling Club shall be an Missouri USA Wrestling (MOUSA) sanctioned club and an AAU sanctioned club. The term, “the Club” or “Club” will be referenced to mean Wright City Jr Wildcats Wrestling Club throughout this document.

Article II – Purpose

1. The purpose of the Club shall be to:
 - a. Promote and support the sport of youth wrestling in Warren County, Missouri at all levels as defined by Missouri USA Wrestling and the age levels associated with that organization.
 - b. Develop amateur athletes for competition
 - c. Serve as a support for the wrestling sport in all Warren County, Missouri schools.
 - d. It is the goal of the Wright City Jr Wildcats Wrestling Club to promote good sportsmanship, give instruction in strong fundamental competitive wrestling skills, promote and develop a good competitive spirit, develop a cohesive team unit and promote friendship and respect for others, among wrestlers and others.
 - e. Provide a safe and welcoming environment in the form of:
 - i. Educational training
 - ii. Coaching
 - iii. Team competition
 - iv. Tournament competition

Article III – Membership

Membership shall be open to anyone interested in the sport without regard to age, race, gender, religion or physical, emotional, or mental handicap. Ethnic/gender jokes or actions that may be deemed offensive are not humorous and are not condoned at practices, competition or any Club related function.

1. Members of the Club are bound together by a common objective of recreation for the students who have an interest in wrestling who range from Kindergarten age through their 8th grade year.
2. Members include:
 - a. Participants and Parents/legal guardians of the participants
 - b. Board and/or committee member(s)
 - c. Coaches
3. Every family of the Club has the right to vote on issues presented at parent meetings. Each family will have one (1) vote.
4. Honorary membership will be granted to outstanding individuals whom the board or members feel has contributed to the success of the Club or are otherwise deserving of membership. Honorary membership carries the same benefits as regular membership
5. Alumni membership shall be granted upon graduation from a Warren County, Missouri middle school or completion of 8th grade.

Article IV – Government

1. **Board of Directors** shall include voting members consisting of the President, Vice President, Treasurer, Secretary, Fundraising Director, Home Tournament Director and Head Coach; and non-voting members consisting of 3 At Large Members, High School and Middle School Coach Members and committee chairpersons. The voting members of the board have the following rights to approve:

- a. Expectations for membership
 - b. Rules for participants
 - c. Penalties for failure to follow rules and/or expectations
 - d. Handbook for members, participants and parents
 - e. Special practice rules as recommended by the Head Coach
- 2. Officers and Responsibilities** will be listed under each office. The officers, who are also referred to as “the board,” shall have final approval of all Club financial allotments
- a. **President**
 - i. Preside at all meetings
 - ii. Know of:
 - 1. Club sanctioned status
 - 2. Insurance
 - 3. Constitution and Bylaws of the Club
 - 4. Other legal documents
 - 5. Support the board and protect the best interests of the Club
 - iii. Report items for the meeting agenda to Secretary
 - iv. Appoint committee members as needed
 - v. Be an ex-officio member of all committees to
 - 1. Assign committee chairpersons
 - 2. Be advised of all committee meetings and agendas
 - 3. Vote in the event of a tie, with the following options:
 - a. To table the subject until next meeting
 - b. To make the final decision to end the tie
 - b. **Vice President**
 - i. Assist the President
 - ii. Support the board and protect the best interests of the Club
 - iii. Take the place of the President when the President is absent or unable to carry out the duties defined above in “A”
 - iv. Voting member of the board
 - c. **Treasurer**
 - i. Support the board and protect the best interests of the Club
 - ii. Keep full and accurate accounting of receipts and disbursements of the Club
 - iii. Deposit and record all monies in a timely manner
 - iv. Assist and maintain all government filings
 - v. Present monthly financial reports showing current balance(s) including all expenses, income, assets and liabilities
 - vi. Be available for inspections of the books by any member during regularly scheduled meetings
 - vii. Be a member of the Budget/Finance Committee if/when formed who therefore is responsible for presenting a budget and projections
 - viii. Provide an annual budget review what will take place at least, but not limited to, once a year at the annual meeting
 - ix. Oversee all purchasing activities of the Club
 - x. Voting member of the board
 - d. **Secretary**
 - i. Support the board and protect the best interests of the Club
 - ii. Record proceedings of all meetings and keep a copy of all Club minutes
 - iii. Inform members within five (5) days prior of meetings as to the date and location of the meeting
 - iv. Prepare the agenda and distribute to the Officers five (5) days prior to scheduled meeting

- v. Attend to all general correspondence of the Club and keeping all records of Club correspondence
- vi. Deliver minutes from previous meetings to Officers five (5) days prior to scheduled meetings
- vii. Assist in committees as formed by President
- viii. Keep records of all members and participants as stated by MO/USAW & AAU
- ix. Oversee all club and tournament registration activities
- x. Voting member of the board

e. Head Coach

- i. Shall be an appointed position rather than a voted office; interviews will be conducted by the Board of Directors with recommendations made to the President for appointment
- ii. Should not hold another officer position while being Head Coach
- iii. Enforce rules and expectations of members as set forth in these by-laws and the USAW membership handbook
- iv. Supports and looks out for the best interest of the participants
- v. Appoints assistant coaches
- vi. Shall be responsible for all main wrestling equipment owned by the Club and may delegate as needed
- vii. Reserves the right to prioritize assistant coaches when mat side limits are required at any match, meet or tournament
- viii. Voting member of the board

f. Fundraising Director

- i. Support the board and protect the best interests of the Club
- ii. Coordinate all community-based fundraising efforts for the club
- iii. Organize fundraising events for wrestlers/families
- iv. Works closely with the Treasurer to support club financing needs
- v. Voting member of the board

g. Home Tournament Director

- i. Support the board and protect the best interests of the Club
- ii. Voting member of the board
- iii. Coordinate all activities surrounding the home tournaments including overseeing:
 1. Home Tournament Committee
 2. Gym set-up
 3. Referees – including a Head Referee
 4. Table Workers to keep score and time
 5. Results of matches/scoring

h. At Large Board Members (3)

- i. Support the board and protect the best interests of the Club
- ii. Non-voting member of the board

3. Term Limits

- a. All elected positions will have a one-year (1) term limit and will begin office at the next regularly scheduled monthly meeting after the annual election:
 - i. President, Vice President, Treasurer, Secretary, Fundraising Director and Home Tournament Director and At Large Board Members

4. Nomination Process

- a. Individuals nominated for office shall be present at the annual meeting
- b. If an interested party is unable to attend the annual meeting, a written statement of nomination/acceptance must be submitted to the officers not up for election
- c. Nominations will be accepted at the annual meeting and through the meeting at appropriate times
- d. Nominations will close once all nominations have been accepted

5. Election Process

- a. Vote will be conducted by the President or Vice President
- b. The officer and a member of the Club will tally votes
- c. A dual sign-off will conclude the tally
- d. The officer will announce winner

6. Resignation

- a. An officer may resign prior to term expiration by submitting a written notice 30 days prior to the desired resignation date to the Secretary
- b. At the next scheduled meeting the board will acknowledge the resignation
- c. Until the meeting the individual has the right to withdraw resignation
- d. The remaining officers may appoint another individual to finish the term

7. Committees

- a. The Board will appoint committees to support primary club activities. The primary committees are as follows:

- i. **Club Registration Committee**

1. Led by the Secretary
 2. Responsible for preparing and running the Club Registration to be held in November
 3. Shall be made up of at least four (4) but no more than twelve (12) appointed members

- ii. **Fund Raising Committee** shall be made up of at least two (2) but no more than twelve (12) appointed members who are responsible for generating funds such as:

1. Community Sponsorships
 2. Home Tournament Sponsorships (in coordination with Home Tournament Committee)

- iii. **Spirit Wear Committee** – Appointed members shall be responsible for:

1. Maintaining an inventory list
 2. Informing the board of needs, obtaining officers approval and to place order(s)
 3. Distributing items sold
 4. Collecting money at time of sale
 5. Keeping all sales receipts for the Treasurer
 6. Preparing a deposit receipt for the Treasurer that includes a note as to what/who/amount was part of the total deposit
 7. Preparing a loss-profit report for the Treasurer
 8. All orders prepared that are to be turned into the Printing/Clothing Company, all monies collected; all deposits prepared; and any report(s) generated should be verified by two (2) members with a dual sign-off

- iv. **Home Tournament Committee** shall be responsible for:

1. Setting meeting dates, as needed, including a follow-up meeting
 2. Taking care of, or designating, various needs such as:
 3. Sponsorship
 - a. Responsible for, but not limited to, gaining community financial support including mailings
 4. Concessions Committee
 - a. Securing parent volunteers
 - b. Obtaining needed supplies/food/beverages
 - c. Keeping all sales receipts for the Treasurer
 - d. Keeping record of products sold
 - e. Preparing profit-loss report for the Treasurer/Finance Committee

- f. All purchases made; all monies collected; deposits prepared; and any reports created should be verified by two (2) members with a dual sign-off
- 5. Scheduling to include, but not limited to, the following areas:
 - a. Pre-registration
 - b. Advertising
 - c. Set up
 - d. Sign postings
 - e. Registration and Weigh-ins
 - f. Runners
 - g. Security
 - h. Janitorial/Clean up
 - i. Other as deemed necessary

Article V – Regular Meetings

1. Meeting Attendance

- a. In the event that a Board of Directors member, or a designee, cannot attend a regularly scheduled meeting notification of absence must be given to the President or Secretary in advance
- b. After three unexcused absences, that Board of Directors member may be asked to step down from current position
- c. If a member of the Board of Directors misses a meeting, the member is responsible for obtaining information and date of the next meeting

2. Meetings

- a. Meetings shall be held monthly at a designated location and time, not to exceed reasonable amount of time with option to have additional meetings when needed
- b. At each meeting the time, date and location for the next meeting will be set
- c. For a meeting to be official and binding, it must meet the following criteria:
 - i. A majority of the Officers must be present
 - ii. All issues put to a vote must be written and results recorded in the official minutes

3. Meeting Procedures

- a. Agenda prepared and distributed by Secretary
- b. Any member wishing to put an issue up for vote should make an effort to contact the Secretary to put that issue on the agenda seven (7) days prior to the meeting
- c. Any member calling an emergency meeting should prepare the agenda
- d. President shall chair all regularly scheduled meetings, including but not limited to:
 - i. Ending debate and calling for a binding vote
 - ii. Ensuring that dialogue stays within the agenda
 - iii. Ensuring that all members are allowed a reasonable chance to voice their opinion
 - iv. In the case of a tie, the President will decide the outcome and vote last or table it as defined in Article IV Section A-vii. If President is not at the meeting where a tie occurs, the issue will be tabled until the next meeting
- e. In unusual situations where an official vote must be made, and a meeting is not feasible, telephone or email votes are acceptable. All votes are run by the President or designee and forwarded to the Secretary to be recorded in the official minutes
- f. In cases where a meeting cannot be called and a decision needs quick action, board members may act outside of the Club if the overall best interest of the participants is used as the determining guideline. Such actions need to be addressed at the next meeting to be recorded in the official minutes

4. Order of Business

- a. President shall call the meeting to order
- b. Business shall be transacted in the following order:

- i. Approval of previous minutes
- ii. Treasurer's report
- iii. Old business
- iv. Reports from Committees
- v. New Business
- vi. Adjournment

5. Meeting Issues

- a. Board meeting issues should include, but not limited to:
 - i. Monitoring the financial issues of the Club
 - ii. Enforcing the Code of Conduct
 - iii. Approving fundraisers
 - iv. Taking disciplinary action against members

Article VI – Meeting Attendance

1. Meeting Attendance

- a. All current officers
- b. All current members in good standing with the Club
- c. Those wishing to seek office for the open position(s)
- d. Any public person(s) interested in the sport and/or the Club

2. Meeting Procedure

- a. Current President will call meeting to order
- b. Nominations will be accepted after the President calls the meeting to order. It is up to the President to allow nominations to be presented and wait an appropriate amount of time or to continue with the meeting
- c. Nominees for office announced. At this time the President may choose to continue with the meeting and hold off voting
- d. Minutes from last annual meeting read
- e. Treasurer's report that should include the following:
 - i. Financial gains/losses from the past year
 - ii. Summary of all committee reports from (may be given by the chairpersons):
 - iii. Expected expenses/income for coming year as a "wish-list" for where the money raised shall be allocated
- f. Old Business
- g. New Business
- h. Election as described in Article IV, Sections IV and V
- i. Installation of New officers
- j. Adjournment

Article VII - Membership

- 1. In order to protect the Club and defray the costs associated with Missouri USA Wrestling, USAW and AAU membership all athletes participating must be due paying members and hold current USAW and AAU membership cards.
- 2. Dues are payable at registration and/or the first fall practice of the year.
- 3. The amount of dues shall be determined by the Board of Directors after the Treasurer/Finance Committee has reviewed and recommended a fee given in an annual report at the beginning of the new season.
- 4. Members are required to purchase a USAW and AAU card as decided by the Board of Directors
- 5. Dues are for one yearly wrestling cycle (fall-summer).
- 6. Dues must be paid prior to an individual attending their second practice unless extended by the Head Coach or President.

7. Waiver of dues may be granted by the Officers to those who are in financial difficulty and would like to participate and actively support the club.
8. Members are required to attend and work at Club sponsored activities, especially at tournaments, unless excused by the President or Event Director.
9. Members who fail to be present at Club sponsored activities may lose voting privileges for one year.

Article VIII - Web Site

1. The webmaster has full power to decide web content for the web page as long as content is pertinent and appropriate to Club members.
2. The Board of Directors reserves the oversight authority of the web site

Article IX – Financial Requirements

1. Fiscal Year shall be September 1st through August 31st.
2. A monthly treasurer's report shall be submitted at each regular meeting
3. The annual financial statements shall be presented at the annual meeting
4. All funds shall be deposited on a timely basis to the Club's account(s) held at a financial institution agreed upon by the majority of Board of Directors
5. The President, Vice President and Treasurer shall be authorized to sign checks.
6. For the Club's own protection two of the three above listed shall authorize all checks exceeding \$250.00

Article X – Fund Raising and Fund Distributions

Additional funds, over and above the yearly membership dues, are a necessary requirement for the Club to operate successfully.

1. The Club shall hold a minimum of one (1) fund raising event annually. Primarily in a folk style tournament, raffle or home-meet concession sale
2. Money raised by the Club through any activity shall:
 - a. Help defray the costs of Missouri USA Wrestling or USAW and AAU dues
 - b. Help defray the costs of facility use
 - c. Be used for the purchase of tournament equipment
 - d. Be used for the purchase of Club related items
 - e. Be approved by the Executive Committee for other Club needs such as
 - i. Tournament entry fees
 - ii. Other Club sponsored activities
 - iii. Club issued shirts
 - iv. Club uniforms
 - v. Club Scholarship/Training Grant Accounts
3. No individual member shall profit from the funds received by the Club

Article XI – Team Uniforms

The official team uniform will be decided by the Board of Directors, including the Head Coach, annually.

Article XII – Amendment Process

This document may be amended at any time during the fall or spring season when regularly scheduled practices are in session. Requirements for amendment are as follows:

1. Formal announcement made to the general membership with a 30-day notice from the voting date
2. Announcements may also take the form of the annual meeting announcement
3. Three-quarters (3/4) of Officers and two-thirds (2/3) of members present in favor of the amendment
4. The vote for the amendment is taken at least 30 minutes after the start of scheduled meeting and before the final 15 minutes of meeting

