

# **Waterford Wrestling Club Constitution**

## ***Article I.* Name**

**Section 1.01** The club shall be known as Waterford Wrestling Club; hereafter referred to as the WWC.

**Section 1.02** WWC is a non-profit organization.

**Section 1.03** The principal office of WWC will be located at Waterford Kettering High School in the city of Waterford and the State of Michigan.

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## ***Article II. Purpose***

### **Section 2.01 General Purpose**

- (a) The purpose of WWC shall be as follows:
  - (i) To promote the health, citizenship, and development of area youth through the sport of wrestling.
  - (ii) To provide adult coaches and mentors for youth.
  - (iii) To educate youth and parents on wrestling rules and technique with safety in mind.
  - (iv) To promote self-esteem, discipline, and camaraderie through club participation, practices, and competition.
  - (v) To promote and encourage family involvement, friendships, and social support.
  - (vi) This club is NOT organized to support the elite wrestler, but to develop wrestling skills, good sportsmanship, and other life skills through the sport of wrestling.
- (b) WWC will work to make wrestling more visible in the community and educate the public on the positive lifelong skills acquired through amateur wrestling.

### **Section 2.02 Money**

- (a) No part of the net earnings of WWC will be distributed to its members, officers, or private persons, except to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 2.02 hereof.

### **Section 2.03 Lobbying**

- (a) No activities of WWC will be used to influence legislation or intervene in any political campaign.

### **Section 2.04 Dissolution**

- (a) In the event the WWC would dissolve, any monies in the treasury shall be distributed to the wrestling team of Waterford Kettering High School, hereafter referred to as WKHS.
- (b) Equipment purchased by WWC will be offered for sale to members.

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- (c) In the event said items are not sold, they shall be donated to the wrestling team of WKHS.

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## ***Article III. Membership***

### **Section 3.01** General Information

- (a) Members:
  - (i) Any student, coach, or family member that has an interest in the sport of wrestling: coaching, mentoring, promoting, or participating.
- (b) Members in good standing:
  - (i) Those who promote WWC and the sport in a positive manner on and off the mat.
  - (ii) Good standing status may be removed upon decision the Executive Board.

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## ***Article IV. Executive Board***

### **Section 4.01** Number and Election

- (a) There shall be seven (7) mandatory positions on WWC Executive Board: one (1) Head Coach and six (6) officers.
- (b) The officers of the Executive Board shall be President, Vice-President, Secretary, Treasurer, Tournament Director, and Equipment Manager.
- (c) There shall be a position of Club Advisor.
  - (i) The position shall be filled in the following manner:
    - 1) A coach or assistant coach from the WKHS team.
    - 2) Any interested member from the faculty or administration of WKHS.
    - 3) There may be an appointed officer position: League Representative.
  - (ii) This position is considered appointed positions and not a part of the Executive Board.
- (d) Officers must be 18 years or older and a member in good standing.
- (e) Officers shall be elected by members in a secret ballot at the annual meeting.

### **Section 4.02** Term

- (a) Head Coach:
  - (i) Head Coach is selected by the previous Head Coach only if that Head Coach is in good standing with WWC after peaceful resignation.
    - 1) Successors named by previous Head Coach should be approved by the Club Advisor.
    - 2) If Head Coach passes away, does not name a successor, or is removed, the Executive Board members will select a suitable replacement that should be approved by the Club Advisor.
  - (ii) The term for Head Coach is a lifetime term generally ending in a peaceful resignation.

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(iii) The Head Coach can be removed only at the recommendation of the Club Advisor, Executive Board, or general membership.

1) An 80% general membership vote is required to remove the Head Coach.

a) A quorum of at least twenty (20) members in good standing must be in attendance for the vote for the removal of the Head Coach to be valid.

(b) President:

(i) President shall be elected yearly at annual membership meeting by secret ballot.

(ii) Nominations for President are taken from any good standing member in attendance and must be seconded.

(iii) There shall be no maximum on consecutive or repeated terms in office.

(iv) President shall hold office until the annual meeting, stepping down if a successor is elected. Terms ending in death or resignation will be addressed at next general membership meeting.

(c) Vice-President:

(i) Vice-President shall be elected yearly at annual membership meeting by secret ballot.

(ii) Nominations for Vice-President are taken from any good standing member in attendance and must be seconded.

(iii) There shall be no maximum on consecutive or repeated terms in office.

(iv) Vice-President shall hold office until the annual meeting, stepping down if a successor is elected. Terms ending in death or resignation will be addressed at next general membership meeting.

(d) Secretary:

(i) Secretary shall be elected yearly at annual membership meeting by secret ballot.

(ii) Nominations for Secretary are taken from any good standing member in attendance and must be seconded.

(iii) There shall be no maximum on consecutive or repeated terms in office.

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(iv) Secretary shall hold office until the annual meeting, stepping down if a successor is elected. Terms ending in death or resignation will be addressed at next general membership meeting.

(e) Treasurer:

(i) Treasurer shall be elected yearly at annual membership meeting by secret ballot.

(ii) Nominations for Treasurer are taken from any good standing member in attendance and must be seconded.

(iii) There shall be no maximum on consecutive or repeated terms in office.

(iv) Treasurer shall hold office until the annual meeting, stepping down if a successor is elected. Terms ending in death or resignation will be addressed at next general membership meeting.

(f) Equipment Manager:

(i) Equipment Manager shall be elected yearly at annual membership meeting by secret ballot.

(i) Nominations for Equipment Manager are taken from any good standing member in attendance and must be seconded.

(ii) There shall be no maximum on consecutive terms or repeated terms in office.

(iii) Equipment Manager shall hold office until the annual meeting, stepping down if a successor is appointed. Terms ending in death or resignation will be addressed at the next general membership meeting.

(g) Tournament Director:

(i) Tournament Director shall be elected yearly at annual membership meeting by secret ballot.

(ii) Nominations for Tournament Director are taken from any good standing member in attendance and must be seconded.

(iii) There shall be no maximum on consecutive terms or repeated terms in office.

(iv) Tournament Director shall hold office until the annual meeting, stepping down if a successor is elected. Terms ending in death or resignation will be addressed at the next general membership meeting.

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## (h) League Representative:

- (i) The League Representative position is not required but may be filled at the will of the general membership.
- (ii) This position shall be appointed by the President.
- (iii) There shall be no maximum on consecutive terms or repeated terms in office.
- (iv) League Representative shall hold office until the annual meeting, stepping down if a successor is appointed. Terms ending in death or resignation will be addressed at the next general membership meeting.

## **Section 4.03** Vacancies

- (i) Any vacant Officer position may be filled for the unexpired portion of the term by a majority vote of the membership at the next general membership meeting provided there is a quorum.

## **Section 4.04** Duties of the Executive Board

### (a) Head Coach Duties

- (i) Instruct wrestling technique
- (ii) Provide mat side coaching for team members at tournaments attended
- (iii) Arrange practice and competition schedule
- (iv) Attend all Executive Board meetings and provide opinion
- (v) Vote on all matters
- (vi) Attend all general membership meetings

### (b) President Duties

- (i) Preside at all meetings
- (ii) Oversee all committees
- (iii) Organize the agenda for all club meetings and activities
- (iv) Direct activities and operations of the club members and Executive Board

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- (v) In the event the League Representative position is not filled, the President will be the clubs representative to any leagues of which the club is a member.
  - 1) The President may designate the Vice President to represent the club in the event the President cannot attend any league meeting.
- (vi) Call general membership meetings and Executive Board meetings
- (vii) Work closely with coaches to determine program needs and keep abreast of wrestling in the Oakland County area and report on such to membership.
- (viii) Oversee any contracts authorized by the Executive Board, written or verbal, to ensure all parties understand and are fulfilling the duties agreed upon for WWC.
- (ix) Prepare a report for the annual membership meeting held in the spring
- (x) Submit a budget proposal at the annual membership meeting for the next fiscal year for voting by membership. Majority needed to pass the budget.

### (c) Vice-President Duties

- (i) Preside at meetings in the absence of the President
- (ii) Supervise and participate on committees
- (iii) Carry out any responsibilities of the President in his/her absence or at the request of the President.
- (iv) Work with the President on budget and contracting.

### (d) Secretary Duties

- (i) Keep the minutes of each meeting
- (ii) Keep a record of attendance at each meeting
- (iii) Publish the minutes for members via website or other means of distribution
- (iv) Attend regular club meetings to give report
- (v) Prepare and maintain an active WWC membership list to include addresses and phone numbers
- (vi) Prepare and distribute fliers for youth registration

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- (vii) Organize the end-of-year banquet for youth program
- (viii) Prepare and distribute fliers for wrestling camps or special events
- (ix) Prepare and distribute election ballots for annual elections

### (e) Treasurer Duties

- (i) Receive and disperse all funds for the club
- (ii) Maintain and submit financial records and submit such for audit upon request.
- (iii) Inform members of the financial standing each meeting.
- (iv) Chair committee for youth registration.
- (v) Prepare an annual report for the annual meeting.
- (vi) Assist the President with preparation of the budget proposal for the next fiscal year.

### (f) Equipment Manager Duties

- (i) Check condition of club equipment and report to the Treasurer if any equipment needs to be replaced.
- (ii) Distribute club equipment at the beginning of the season.
- (iii) Gather quotes for club clothing order.
- (iv) Chair committee for clothing sales including preparation of an order form for available clothing.
- (v) Distribute clothing order when received from the vendor.
- (vi) Collect club equipment at the end of the season and report to the Treasurer if any equipment was not returned.

### (g) Tournament Director Duties

- (i) Work with the coaching staff to determine the season competition schedule.
- (ii) Handle tournament sign-up.
- (iii) Organize the club tournament.

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- 1) Chair the tournament committee.
- 2) Create tournament announcement.
- 3) Maintain sign-up list for workers at the tournament.

## **Section 4.05** Duties of Club Advisor

- (a) Club Advisor Duties
  - (i) Advise, aid, and approve the selection of the Head Coach.
  - (ii) Represent the club in matters involving WKHS.
  - (iii) Settle any member conflicts the Executive Board is unable to resolve.

## **Section 4.06** Duties of Non-executive Officers

- (a) League Representative Duties
  - (i) Attend meetings for leagues of which the club is a member.
  - (ii) Report to the President any ballot measures before the club.
  - (iii) Report to the President any announcements made by the league(s).

## **Section 4.07** Resignation and Removal

- (a) Executive Board officers may resign only at general membership meetings. Such resignation shall take effect upon receipt thereof by the general membership, and acceptance of such resignation shall not be necessary to make it effective.
- (b) The resignation of the Head Coach will be accepted at annual meeting in the spring. Upon receipt of good standing peaceful resignation, Head Coach may name a suitable replacement who meets with the approval of the Club Advisor.
- (c) Any officer may be removed at any time for reasons deemed necessary by majority of the Executive Board at the general membership meeting only.

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## ***Article V. Meetings***

### **Section 5.01 Meetings**

- (a) When conducting business and meetings, Roberts Rules of Order will be observed.
- (b) Meetings shall be held at least monthly at a date, time, and place which shall be announced at least one week in advance.
  - (i) Procedure for Robert's Rules of Order:
    - 1) Call meeting to order
    - 2) Minutes of the past meeting (Secretary's Report)
    - 3) Treasurer's Report
    - 4) Special Business
    - 5) Old Business
    - 6) New Business
    - 7) Elections

### **Section 5.02 Annual and Special Meetings**

- (a) Meetings may be called by the President as deemed necessary.
- (b) Executive Board meetings shall be scheduled regularly by the President and open to all members unless otherwise specified by the President.
- (c) A minimum notice of one (1) month shall be given to the general membership for the annual meeting.
- (d) A minimum notice of five (5) business days should be given to Executive Board members on any special meeting.

### **Section 5.03 Attendance Restrictions**

- (a) At all meetings of the Executive Board, the presence of a majority of the Executive Board shall be necessary and sufficient to conduct business.
- (b) A quorum shall consist of at least four (4) officers and a minimum of six (6) club members in good standing present.

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- (i) Exceptions for a quorum is in the event of a vote to remove the Head Coach which will require at least twenty (20) members in good standing of which at least four (4) shall be Executive Board members.

### **Section 5.04 Executive Board Action**

- (a) At all Executive Board meetings, each member shall have one vote except the President who will vote only in the event of a tie.
- (b) The action of a majority of the Executive Board members present at the meeting at which a minimum of four (4) Executive Board members is present shall be the act of the Executive Board.
- (c) Any action authorized, in writing, by all of the Executive Board members entitled to vote thereon and filed with the minutes, shall be the act of the Executive Board with the same force and effect as if the same had been passed by unanimous vote at a duly called Executive Board meeting.
- (d) Any action taken by the Executive Board may be taken without a meeting if agreed to in writing by all members before or after the action is taken and if a record of such action is filed in the minute book.

### **Section 5.05 Telephone Meetings**

- (a) Executive Board members may participate in meetings of the Executive Board through the use of a telephone if such can be arranged that all Executive Board members can hear all other members.
- (b) The use of a telephone for participation shall establish that person as being in attendance.

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## **Article VI. Financial Decisions**

### **Section 6.01 Financial Decisions**

- (a) Financial decisions shall be handled through the Executive Board by preparation of an annual budget proposal to be voted on by membership for majority approval at the annual membership meeting.
- (b) Decisions regarding single expenditures of less than \$100 may be decided by the President or Head Coach. These expenditures shall not exceed \$500.00 in any fiscal year for both. Any expenditure of \$100.00 or more shall be presented to and approved by member majority vote at a membership meeting.
- (c) All member reimbursements will be done via vouchers with attached receipts. Checks will not be written without the signature of the Treasurer authorizing payment.
  - (i) Members are discouraged from independently contracting or purchasing products or services with prior membership approval as reimbursement may be denied by the club.
- (d) The club fiscal year will begin November 1st and end October 31st of the following year
- (e) Monies of the club shall be deposited in the name of WWC-WKHS and held by the bookkeeper of WKHS.

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## **Article VII. Wrestling Business**

### **Section 7.01** Length of Season

- (a) The season shall not start before the first day of the high school wrestling season.
- (b) The end of the season will coincide with the end of the MMWA or MYWAY season, whichever is longer.
- (c) If there is enough interest, a freestyle season may be added to start in mid-March and conclude at the end of the MUSAW season.

### **Section 7.02** Schedule of Practices

- (a) Practices will generally be held on Mondays, Tuesdays, and Thursdays for one and one half hours but is ultimately decided upon by the Head Coach.
  - (i) For the first two weeks of the season, practices will only be held on Mondays and Thursdays.
- (b) At least one practice each week shall be dedicated to novice and advanced wrestlers each.
- (c) The Head Coach shall determine which practices are designated for novice or advanced wrestlers.
  - (i) Definition of advanced wrestler:
    - 1) Three or more years experience in wrestling with WWC or any other club.
    - 2) Any wrestler who has demonstrated a proficiency for the sport to the coaching staff.
    - 3) Any wrestler determined by the coaching staff to be worthy of promotion to the advanced group through excellence in the practice room or in tournaments.
- (d) The start time of the practices shall be no earlier than 6:00pm and no later than 7:00pm.

### **Section 7.03** Conduct of Practices

- (a) The Head Coach shall determine the conduct of practices.
- (b) Anyone over the age of 18 who wishes to reside in the wrestling room during folkstyle season practices shall comply with one of the following conditions:

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- (i) Provide a copy of a USA Wrestling coach's membership in current good standing.
  - 1) USA Wrestling requires a background check every two years for any coach over the age of 18 in order to be eligible for membership.
- (ii) Be fingerprinted and have a background check done with the Waterford School District.
  - 1) This condition applies only to those specifically asked by the club to do so.
- (iii) Any wrestler from the WHKHS team shall not be required to have a background check or USA Wrestling coach's card.
- (iv) The Executive Board may offer to reimburse the cost of the background check at their will.
- (c) Anyone who wishes to reside in the wrestling room during freestyle season shall comply with one of the following conditions:
  - (i) Provide a copy of a USA Wrestling athlete's card.
  - (ii) Provide a copy of a USA Wrestling coach's card.
- (d) The Head Coach has full power to remove any person from the wrestling room that they determine is disruptive to the practice process.
- (e) Coaches shall not initiate physical contact with any wrestler in the manner of demonstrating a wrestling with the following exceptions:
  - (i) A wrestler needs correction for a particular move.
  - (ii) Said wrestler's parent/guardian gives written consent.
    - 1) Example: Wrestler is "too big" for other wrestlers to practice with, it would be necessary for a coach to be a practice partner.
- (f) All practices shall have at least two Executive Board members present.
  - (i) The Head Coach is counted as one board member present.

### **Section 7.04 Non-members at Practice**

- (a) All practices up to the Thursday after Thanksgiving are considered a trial period. Any wrestler who wishes to participate is welcome to practice free of charge.

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- (b) After the trial period, any wrestler who is a non-member will be allowed to practice one time at no cost.
- (c) Any wrestler who has used their free practice may not continue to attend practice.

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## ***Article VIII. Conflict Resolution***

**Section 8.01** In the event that two or more members have a disagreement, any such matter shall be taken before the Executive Board.

- (a) If said conflict involves a standing board member, said board member's vote is automatically disqualified.

**Section 8.02** If any of the involved parties so wish, they may appeal any decision made by the board to the Club Advisor.

**Section 8.03** All decisions made by the Club Advisor are considered final. No further appeal shall be heard.

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## **Article IX. Discipline Policy**

**Section 9.01** All wrestlers and parents are required to sign the club's code of conduct.

**Section 9.02** Failure to comply with the code may result in disciplinary action as follows:

- (a) Minor infractions such as misbehavior in practice or at a tournament, using inappropriate language, or outward displays of anger such as throwing headgear may result in punishment as follows:
  - (i) First offense: A personal apology from the offending party.
  - (ii) Second offense: Ejection from the current practice or tournament.
  - (iii) Third offense: Suspension from practice for no less than two days or suspension from the next tournament.
  - (iv) Fourth offense: Suspension from all further practices and tournaments until the executive board has met with the wrestler and/or parent to determine a proper length of suspension.
  - (v) Fifth offense: Suspension from the club for the remainder of the season.
    - 1) The offending party is still allowed to re-join the club the following season.
- (b) Major infractions such as fighting with another club member, ejection from a tournament for fighting, or use of illegal substances may be punished as follows:
  - (i) First offense: The wrestler will not be allowed to practice or enter a tournament for one week.
  - (ii) Second offense: Suspension from all further practices and tournaments until the executive board has met with the wrestler and/or parent to determine the proper length of suspension.
  - (iii) Third offense: Expulsion from the club.
    - 1) If a wrestler is expelled, the wrestler may only re-join the club by petitioning the Executive Board.

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## ***Article X. By-laws***

### **Section 10.01** Adoption of By-laws

- (a) This document shall be presented to the membership at two consecutive general membership meetings.
- (b) A two-thirds vote of the members present at the second meeting will adopt this document as the bylaws of the WWC.

### **Section 10.02** Amendments to By-Laws

- (a) All amendments or revisions of this document shall be presented to the membership at two consecutive regular club meetings by any good standing member.
- (b) A two-thirds vote of the members present at the second meeting will adopt said amendment or revision.