

# Auburndale Apache Wrestling Club By -Laws

## Article I – Name and Location

The name of the organization shall be Auburndale Apache Wrestling Club located in Auburndale, Wisconsin. It shall be chartered as a non-profit organization. The term, “the Club” or “Club” will be referenced to mean Auburndale Apache Wrestling Club throughout this document.

## Article II – Purpose

1. The purpose of the Club shall be to:
  - a. Promote and support the sport of wrestling in Auburndale, Wisconsin at all levels.
  - b. Develop amateur athletes for competition
  - c. Serve as a support for the wrestling sport in all Auburndale, Wisconsin schools.
  - d. It is the goal of the Auburndale Apache 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 through their 12<sup>th</sup> 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 adult (18+) member of the Club has the right to vote on issues presented at club meetings.
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 Auburndale, Wisconsin school.

## Article IV – Government

1. **Board of Directors** shall include voting members consisting of the President, Vice President, Treasurer, Secretary, and Head Coach; and non-voting members consisting of Youth, High School and Middle School Coach Members. 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. Constitution and Bylaws of the Club
  - 2. Other legal documents
  - 3. 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. Be advised of all committee meetings and agendas
  - 2. 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
- 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. Enforce rules and expectations of members as set forth in the handbook
- iii. Supports and looks out for the best interest of the participants
- iv. Appoints assistant coaches
- v. Shall be responsible for all main wrestling equipment owned by the Club and may delegate as needed
- vi. Reserves the right to prioritize assistant coaches when mat side limits are required at any match, meet or tournament
- vii. Voting member of the board

### **3. 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

### **4. 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

### **5. 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

### **6. Committees**

- a. The Board will appoint committees to support primary club activities as needed. The possible 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)
- 3.

#### **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

**v. Advertising and Social Media Committee** shall be responsible for:

1. Oversee the primary social media outlets (i.e., Facebook) and make sure accurate information is posted.
2. Committee will coordinate and outline content and update frequently.
3. Suggest and implement opportunities which will increase communication with Auburndale Apache Wrestling Club members, potential members and it's community.
4. Communicate important announcements, volunteer opportunities and relevant information to Auburndale Apache Wrestling Club members, potential members and it's community.
5. Promote upcoming events.
6. Keeping current the Auburndale Apache Wrestler's accomplishments and promoting it's success with wrestler photos.
7. The Board of Directors reserves the oversight authority of the web site and social media outlet.

## **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 the 4<sup>th</sup> Monday of every month at 6:00 PM at the Auburndale High School, 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
- d. Annual meeting will be held the 4<sup>th</sup> Monday of the month of October at 6:00 PM with the regular club meeting to follow.

### **3. Meeting Procedures**

- a. Agenda prepared and distributed by Secretary
- b. Treasurer Report prepared and distributed by Treasurer.
- c. 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
- d. Any member calling an emergency meeting should prepare the agenda
- e. 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
- f. 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
- g. 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 – Financial Requirements**

1. Fiscal Year shall be September 1<sup>st</sup> through August 31<sup>st</sup>.
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 in October
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 VIII – Fund Raising and Fund Distributions**

Additional funds, over and above the yearly membership dues (if applicable), 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. Be used for the purchase of tournament equipment
  - b. Be used for the purchase of Club related items
  - c. 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 IX – Team Uniforms**

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

### **Article X – 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

## **Article XI – Expulsion and Censorship**

1. Participants, coaches, parents, and representatives of the Auburndale Apache Wrestling Club shall, at all times while representing or acting as a representative of the club, conduct themselves in a manner which exemplifies good sportsmanship.
2. A member may be expelled from the Club when he or she participates in any activity determined detrimental to the Club or the sport
3. Upon receipt of a formal complaint signed by three members, the Officers will review the actions and meet with members as appropriate. Members must have been a part of the Club for more than two (2) years
4. The Officers will vote on the necessary action that may result in the member to be dismissed from the Club. Anyone asked to leave for violation of the code of good sportsmanship may not be reconsidered for membership. Auburndale Apache Wrestling Club reserves the right to refuse membership to any individual.
5. Consumption of drugs and alcohol will not be tolerated by any club member during any wrestling activity involving any minor, and will result in immediate disciplinary action.

## **Article XII – Dissolution**

1. The Club may be dissolved at any time by a unanimous vote of the Board of Directors
2. Two (2) members of the Board of Directors shall be required to request the President hold a vote
3. Notice of the vote shall be provided to the general membership two (2) weeks prior to the vote at least in the form of a local newspaper and/or direct mailing and in the following options:
  - a. Personal flyer distribution
  - b. Web page announcement
  - c. School newsletter(s)
4. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, if the Club is established as such
5. Should the Club be dissolved and a new IRS non-profit replacement not be formed, all remaining Club funds are to be donated by the President to another IRS designated non-profit wrestling organization in the area within 30 days of dissolution

## **Article XIII – Organization Earnings**

No part of the net earnings of this organization shall insure to the benefit of, or be distributed to its members, officers, trustees, or other private persons, except that the organization shall be authorized to reasonable reimbursement for the services rendered and to make payments and distribution in furtherance of the purpose set forth hereof. No substantial part of the activities of the organization of the carrying on of propaganda, or otherwise attempting to influence local or state legislation or other political campaign for those running for office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

This document was created for the organizational purposes of the Auburndale Apache Wrestling Club. Drafted between 2/19/2018 and 2/28/2018; and made official on February 28, 2018.

\_\_\_\_\_ - President

\_\_\_\_\_ - Vice President

\_\_\_\_\_ - Treasurer

\_\_\_\_\_ - Secretary