



**WSWA**



**BY LAWS**





# WASHINGTON STATE WRESTLING ASSOCIATION

By Laws | Updated: Tuesday, September 9, 2019



## PREAMBLE

The objectives of the Washington State Wrestling Association are to promote wrestling at all levels throughout the state of Washington, and to ensure the continuation of, and improve upon, opportunities for safe competition with exposure to various styles of wrestling. It is the intent that the Washington State Wrestling Association will be able to meet these objectives by creating opportunities in wrestling for competitors of all ages and, along with their coaches, parents, and fans, encourage their continued participation in their sport as they advance through their lives.

The control and direction of the Washington State Wrestling Association shall be placed in the hands of those people who are now working with Washington's wrestlers, and the goals of the Association shall include the development of responsible wrestling administrators from the ranks of the Washington program at the local, state, and national levels who will provide leadership and direction to their membership, to develop an attitude of sincere concern among all coaches toward the improvement of all levels and aspects of wrestling from elementary through Olympic levels of competition, to provide channels of communication within Washington and with the various other states, furthering the exchange of ideas and experience to the benefit of all wrestlers, to develop an attitude of unity within the State of Washington toward program development and achievement, to increase the positive attitudes of educator, wrestlers, and the general public toward the art and science of wrestling, to assist with those activities which can be developed in a state wide basis, to provide a system for democratic representation of all competitors, coaches and concerned people in local, state and national organizations and activities dedicated to the sport of continuity of effort as wrestlers and coaches step forward from elementary level to the most advanced and successful endeavor for which they may strive.

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## ARTICLE I - AFFILIATION

The Washington State Wrestling Association shall operate under the guidance, auspices and in accordance with the by-laws of the USA Wrestling, shall conduct its business and activities in such a manner that it may be considered a charter / affiliate member of that body, including benefits thereby entitled to and responsibilities liable for.

## ARTICLE II - OFFICE

The principal office of the Washington State Wrestling Association shall be located in the city of residence of the current State Chairperson.

## ARTICLE III - MEMBERS

### 1. ANNUAL MEETING

The annual meeting of the members shall be on the third Saturday, of the third full week, in the month of August in each year, or at the call of the State Chairperson for the purpose of electing officers, adopting the budget and for the transaction of such other business as may come before the meeting. Regional meetings shall be held along with the state meeting to help create schedules, conduct business, and elect officers. Current board of directors must make notification to the State Chairperson

25 days prior to the Annual Fall General Membership meeting, each year their position is up for re-election, if they intend to run for the same position on the board of directors for the Washington State Wrestling Association. The current board of directors must make notification to the State Chairperson 25 days prior to the Annual Fall General Membership meeting if they intend on giving up their position on the board of directors or if they intend on running for a different position on the board of directors for the Washington State Wrestling Association. Any member in good standing with the Washington State Wrestling Association must attempt to make notification to the State Chairperson 25 days prior to the Fall General Membership meeting if they intend on running for a board of directors position that is coming up for re-election at the Fall General Membership meeting. General members will still have the right to make board of director nominations from the floor at the Fall General Membership meeting, but justification as to why the 25 day deadline could not be met, should be satisfied by a majority of all voting attendees at the time of the meeting.

## 2. SPECIAL MEETINGS

Special Meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute, shall be called by the State Chairperson, or by the Board of Directors.

## 3. PLACE OF MEETINGS

All state Fall General meetings shall be held in Ellensburg, unless redesignated by the State Chairperson.

## 4. NOTICE OF MEETINGS

Email notification stating the place, date and hour of annual or special general meetings, and the purpose or purposes for which the meeting is called in the case of a special meeting, shall be delivered not less than ten days before the date of the meeting by or at the direction of the State Chairperson. Prior notice of Board meetings must be made to all directors for special Board of Directors meetings.

## 5. VOTING MEMBERSHIPS

The members of the Washington State Wrestling Association who shall possess voting rights shall include: each and every current year duly authorized USA / Washington State Wrestling Chartered Wrestling clubs shall hold 2 votes, 1 for charter and 1 for a currently licensed official ( mat or pairing ) representative, at any and all Washington State Wrestling Association general membership meetings. No individual may hold or exercise a right to more than one vote. Each chartered club shall designate its voting representatives at the beginning of each meeting.

At all General Membership meetings only chartered clubs shall vote. All Board of Directors will use their right to vote only at Board of Directors meetings. Only the State Chairperson will have the right to vote at General Membership meetings in order to break a tie.

## 6. QUORUM

At any meeting of the General Membership, a Quorum for the transaction of business shall consist of a minimum of 10 registered club voting members.

## 7. PROXIES

Voting by proxy shall not be allowed.

## ARTICLE IV - BOARD OF DIRECTORS

### 1. GENERAL POWERS

The business and affairs of the Washington State Wrestling Association shall be managed by its Board of Directors. The Board of Directors shall in all cases act as an entity and they may adopt such rules and regulations for the conduct of their meetings and the management of the Washington State Wrestling Association, not inconsistent with these By-Laws and the laws of the State of Washington.

### 2. STRUCTURE OF THE BOARD OF DIRECTORS

The Board of Directors shall consist of a State Chairperson, 12 other elected positions and up to 11 appointed positions if desired. The 23 positions shall be: State Chairperson, Deputy Director, Eastern Kids Director, Western Kids Director, Women's Director, Junior Director, Cadet Director, Mat Officials Director, Pairing Officials Director, Secretary, Treasurer, Coaches Director, Membership Director, Senior/FILA Director [appointed], Website Maintenance Director [appointed], Central Travel Director [appointed], Promotions Director [appointed], Cultural Exchange Director [appointed], WSWA Official Photographer [appointed] and Athlete Representatives (up to 4 total, representing all areas of the state) [appointed]. Appointed positions are non-voting.

### 3. RESPONSIBILITIES OF THE BOARD OF DIRECTORS

#### a. State Chairperson

Initiate and provide leadership for all state programs, act as liaison to the National Office and keep the state organization informed of all national events and policies, coordinate activities between and within the various levels of the state program, make nominations to the Board of Directors for appointed offices, mediate major issues, determining state responses, act as liaison to the Washington Interscholastic Activities Association and Chair the Board of Directors.

#### b. Deputy Director

Coordinate and provide leadership for the Washington State Wrestling Association programs, schedule and sanction, clinics, and other events, assist with assignments involving Washington State, Regional and National programs and act as liaison to the State Chairperson. Serve as a Chair the Board of Directors, in the Chairpersons absence.

#### c. Secretary

Maintain a statewide mailing list, minutes of all general membership meetings, minutes of all Board of Directors meetings. Mail notice of meetings and special meetings to the membership in a timely fashion.

#### d. Treasurer

Maintain current membership and charter records. Distribute forms and supplies to clubs as requested. Maintain accounts and records of all monies received and expended for the Washington State Wrestling Association, provide an annual financial statement of the financial business of the Washington State Wrestling Association at the Annual Meeting, and provide update financial budgets to the State Chairperson or Board of Directors as requested for Board of Directors meetings.

#### e. Mat Officials Director

Provide leadership, training and direction for all Referee-Judges within the state, maintain a current listing of all state Referee-Judges and coordinate assignments to all major state-wide tournaments. Ensure the competency of Referee-Judge officials through clinics, tests and

observation of performance. Shall designate a senior mat official at all state championships tournaments, and assign a Head Mat Official to every sanctioned tournament.

f. Pairings Officials Director

Provide leadership and direction for all Pairings Officials within the state, maintain a current listing of all state Pairing Officials and coordinate assignments to all major state-wide tournaments. Ensure the competency of Pairings officials through clinics, tests and observation of performance. Shall designate a senior pairings official at all state championships tournaments, and assign a Head Pairings Official to every sanctioned tournament.

g. Western & Eastern Kids Directors

Serve as an associate to the other Kid's Director providing added coordination and communications of Kids Programs and activities throughout the state and at local levels. Assume responsibility for the implementation and conduct of regional level activities such as clinics and tournaments.

h. Cadet Director

Coordinate and provide leadership for the Washington Cadet Wrestling program, schedule Cadet tournaments, clinics and other events, assist with regional and national programs, and act as liaison to the USA Wrestling National Cadet Body.

i. Junior Director

Coordinate and provide leadership for the Washington Junior Wrestling program, schedule tournaments, clinics and other events, assist with regional and national programs, and act as liaison to the Washington High School Wrestling Coaches and Officials Association and to the USA Wrestling National Junior Body.

j. Women's Director

Coordinate and provide leadership for the Washington Open and Women's Wrestling Programs, encourage open and Women's Wrestling tournaments, clinics and other events, assist with regional and national open and Women's Wrestling r programs, and act as liaison to the USA Wrestling National Open and Women's Wrestling .

k. Coaches Director

Coordinate and provide training and leadership for Washington coaches in areas of recruiting and upgrading skills. Schedule and facilitate clinics and other training events, assist with National team coaches selection, and act as liaison, representing Washington interest to USA Wrestling National Bodies.

l. Membership Director

m. Cultural Exchange Director [Optional - Appointed]

Coordinate and plan cultural exchange trips with the Kids, Juniors, and Open Division Directors, and coordinate all incoming foreign teams plans in Washington. Coordinate events with the Washington State Wrestling Coaches Association as deemed necessary.

n. Athlete Representatives [Optional - Appointed]

Represent athlete members of the Washington State Wrestling Association as a member of the Board of Directors and participate on committees as appointed.

- o. Website Maintenance Director [Appointed]
- p. Central Travel Director [Appointed]
- q. Promotions Director [Optional - Appointed]
- r. WSWA Official Photographer [Appointed]
- s. Senior/FILA Director [Appointed]

#### 4. MEETINGS OF THE BOARD OF DIRECTORS

##### a. Authority to Call Meetings

Meetings of the Board of Directors may be called by or at the request of the State Chairperson or any three members of the Board of Directors may request the State Chairperson to call a meeting as per Article III, Section 3 and 4.

##### b. Quorum

At any meeting of the Board, five (5) directors shall constitute a quorum for the transaction of business.

##### c. Manner of Acting

The act of the majority of the directors present at the meeting at which a quorum is present shall be the act of the directors.

#### 5. ESTABLISHMENT OF THE BOARD OF DIRECTORS

##### a. Election of the Board of Directors

The election of the Board of Directors shall be by the voting membership, with the exception of the Membership Director, Website Maintenance Director, Central Travel Director, Promotions Director, Athlete Representatives, WSWA Official Photographer and Cultural Exchange Director. Athlete Representatives shall be nominated by the State Chairperson and approved by a majority vote of the Board of Directors. The appointed positions shall be approved at the annual fall meeting of the Board of Directors.

##### b. Term of Office

The term of office of the members of the Board of Directors shall be for two years, with the exception of the Athlete Representatives and Cultural Exchange Director who shall serve for a term of one year.

##### c. Interim Vacancies

An interim vacancy of the Board of Directors shall be filled by a mail vote of the directors then in office. If the vacancy exists at the position of the State Chairperson, a majority vote of the directors on the entire board then in office and present, shall serve to fill the vacancy. A director so elected shall hold office for the duration of the unexpired term of the predecessor.

##### d. Removal of Directors

Any or all of the directors may be removed for cause by a majority vote of the Board of Directors.

## 6. COMMITTEES

- a. The Board of Directors, by resolution, may designate from its members, committees as Board deems necessary to carry out the functions of the Washington State Wrestling Association, and such committees shall serve at the pleasure of the Board under the general guidance of the State Chairperson.

## **ARTICLE V - FINANCIAL AFFAIRS**

### 1. CONTRACTS

The Board of Directors may authorize any, Director, or other agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Washington State Wrestling Association, and such authority may be general in nature or confined to specific instances or matters.

### 2. LOANS

No loans shall be contracted on behalf of the Washington State Wrestling Association 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 in nature or confined to specific instance or matters.

### 3. CHECKS AND DRAFTS

All checks, drafts or other orders for payments of money, notes or other evidences of indebtedness issued in the name of the Washington State Wrestling Association shall be signed by such member of the Board of Directors or agent and in such manner as shall from time to time be determined by resolution of the Board of Directors.

### 4. DEPOSITS

All funds of the Washington State Wrestling Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Board of Directors may select.

### 5. FISCAL YEAR

The fiscal year of the Washington State Wrestling Association shall begin on the first day of September in each year, and at the beginning of each fiscal year the financial status or balance of the total state program shall not reflect in savings, checking, certificates or any other accounts of the Association to exceed the maximum allowed by law. Any funds exceeding the maximum allowed by law shall be dispersed to other nonprofit organizations deemed by the Washington State Wrestling Association as to need, and may be nominated at the Annual Meeting of the Association as recipient or recipients to such excess funds, as determined by the organizations and amounts.

## **ARTICLE VI - SANCTIONS**

All events conducted under the auspices and control of the Washington State Wrestling Association shall be sanctioned by the Washington State Wrestling Association and, where applicable, the United States Wrestling Association, and must meet the following requirements:

1. All participants shall be registered members of the United States Wrestling Association.
2. A United States Wrestling Association sanction form must be completed online, along with submitting the correct sanction fees and background screenings, such that it may be approved by and forwarded to the National Office a minimum of 30 days prior to the event. The following deadline dates must be

met for any WSWA tournament sanction to be approved: For the WSWA Folkstyle season, all clubs who scheduled events at the Fall General Membership meeting must have their sanctions and fees submitted and approved no later than September 30th of each year. After September 30th, if an event is not approved, the first club in that specific region to e-mail a request to the Membership Director and submit all required paperwork and fees by October 15th, will be allowed to have an event for that date on the WSWA Folkstyle schedule. After October 15th of each year, there will be no events added to the Folkstyle Schedule. For the Freestyle and Greco Roman Season, all clubs who scheduled events at the Fall General Membership meeting must have their sanctions and fees submitted and approved no later than December 31st of each year. After December 31st, if an event is not approved, the first club in that specific region to e-mail a request to the Membership Director and submit all required paperwork and fees by January 31st, will be allowed to have an event for that date on the WSWA Freestyle and Greco Roman schedule. After January 31st of each year, there will be no events added to the Freestyle and Greco Roman Schedule. For the WSWA post-season, which is defined as being after completion of all WSWA Freestyle and Greco Roman State Championships, any club can submit a sanction and fees and obtain approval for an event no later than a deadline of April 15th of that year.

3. The USA Wrestling sanction form shall be signed by the appropriate State Director.
4. Each of the Mat & Pairing Directors shall establish a schedule of minimum Safety requirements that must be met by the organization requesting the sanction, and such schedule shall be maintained by the Membership Director, and a copy of such requirements shall be included with each sanction form.
5. Clubs represented at the annual fall meeting, with traditional tournament dates will have preference in scheduling tournaments, for the upcoming year.
6. The site of each year's WSWA Pee Wee through Cadet Folkstyle, Kids Freestyle, Cadet & Junior Freestyle, and Intermediate through Open Greco Roman State Championship tournaments will be selected by the Board of Directors. The Open State Tournament(s) location will be appointed by the Open Director.
7. All sanctioned tournaments must follow the procedures and rules of conduct as set by the Board of Directors.
8. Clubs who wish to host a sanctioned Washington State Wrestling Association / USA Wrestling event must have both a current year licensed Mat Official and a current year licensed Pairing Official associated with the club, and they both must be available to work the hosted event in order to receive approval for the sanctioned event. The club Mat and Pairing officials must be age 18 years of age or older and must work at the designated job for the entire duration of the event. If it has been determined that this requirement was not followed, the club will be penalized a fee of \$100.00 payable to the Washington State Wrestling Association for each club official that has not completed their job duties. If there is a reoccurrence by the same club, the club will lose the ability to have an event sanction for the following year.
9. Clubs who host Washington State Wrestling Association State Championship events must provide a maximum of 6 rooms for Mat and Pairing Officials, one night for each day the event is held. If the event is a one day event the requirement is one night accommodations. If the event is a two day event the requirement is two nights' accommodations.

## **ARTICLE VII - ELIGIBILITY**

All competitive members of the Washington State Wrestling Association shall be current members of the USA Wrestling and shall conform to the rules of the current edition of the USA Wrestling International Wrestling Rules, including age requirements for determination of eligibility for participation in Kids, Cadets, Juniors, Open Division programs and activities.



## ARTICLE VIII - CODE OF CONDUCT

### 1. APPLICATION OF RULES

The rules of conduct shall apply to all competitive members, affiliated members, officials, coaches, chartered clubs, and individuals associated with the Washington State Wrestling Association. It is the expectation of the Washington State Wrestling Association that all individuals and organizations affiliated with it in any manner shall conduct themselves in the most honorable, courteous and sportsmanlike fashion.

### 2. RULES OF CONDUCT

- a. Neither the By-Laws of the Washington State Wrestling Association 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, Washington State Wrestling Association official or United States Wrestling Association official.
- d. No person or organization 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 falsify or permit the falsification of any document relative to the Washington State Wrestling Association, USA Wrestling, or the achieves of either.
- 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.

### 3. RULES FOR TRIPS

All competitive members not yet of legal age who partake in any trip sponsored or sanctioned by the Washington State Wrestling Association shall be required to supply a document, initially prepared by the appropriate Washington State Director and signed by a parent or guardian, defining the rules of conduct and the behavior required of each competitive member, prior to departure on the trip. Any person or people may be withdrawn from activities and / or sent home at their own expense from a trip or trip preparation activity, if requested by the coaches and State Chairman.

### 4. DISCIPLINARY ACTIONS

- a. Reporting Infractions

Any infraction of the Rules of Conduct shall be reported to the appropriate acting Head Coach, Deputy Director, or the State Chairperson. Each report shall contain all pertinent names, dates, locations, and a detailed account of the infraction, prepared by the Head Coach, or director of the event where the infraction occurred, or by any Board of Director, or any member of the Washington State Wrestling Association. 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 Deputy Director, or their 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 the State Chairperson at the earliest opportunity.

c. Review and Discipline

The State Chairperson 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 club charters as applicable, or elimination from any and all activities within the Washington State Wrestling Association's authority.

d. Appeals

Any person or organization may appeal the decision of the State Chairperson to the Board of Directors of the Washington State Wrestling Association for review. Any appeal must be made in writing to the State Chairperson, 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 Washington State Wrestling Association and the members of the Board of Directors to convene such special meeting. A deposit of \$100 shall be required of the appellant prior to convening such special meeting, and any portion unused 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 appropriated Deputy Director or the State Chairperson in the case of an appeal.

f. Reinstatement

All members, coaches, officials and clubs shall automatically be reinstated following the conclusion of any assessed suspension. Any club that has been suspended shall be required to have a member of the Board of Directors present at the first club meeting or event following the suspension to monitor the meeting or event, and the club shall be liable for all expenses incurred by the Board member to attend the meeting or event.

g. Outstanding Finances

Outstanding finances may be responded to by exclusion of individual or club in WSWA sanctioned activities. Money owed to the state for any reason may exclude said member from participation in any WSWA event.

## **ARTICLE IX - AMENDMENTS**

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a vote of the members of the Washington State Wrestling Association at any regular meeting, or any special meeting, when the proposed written changes to the amendments has been set forth in advance notice of 10 days to all clubs of such meeting.

## **ARTICLE X - RATIFICATION**

We the By-Laws committee have read and developed By-Laws and duly submitted the By-Laws of the Washington State Wrestling Association on the 29th day of July, 2000 to the Chartered Clubs of the Washington State Wrestling Association for approval.

