

Martinsburg Mat Club Organizational By-laws

Article I. Name

The organization shall be known as Martinsburg Mat Club. Henceforth, The Martinsburg Mat Club shall be referred to as "the club" for the purposes of this document.

Article II. Purpose

- A. To inform and educate the community of the sport of wrestling.
- B. To provide opportunities for residents of Berkeley County West Virginia, ages four (4) through fifteen (15) years old engage in wrestling competitions.
- C. To provide an opportunity for wrestling at a level other than varsity and be a part of a traveling wrestling Club that competes against club teams as part of a youth wrestling league, invitational matches and open tournaments sponsored by other similar organizations.
- D. To promote physical fitness and provide constructive after school extracurricular activities for children; providing a positive atmosphere, healthy activities and good relations and cooperation with other organizations throughout the community.

Article III. Membership Section 1 - Eligibility

- A. The organization is open to all youth in good academic standing, regardless of experience or athletic ability, between the ages of four (4) and fifteen (15).
- B. All members of the club may and should attend practices, but all members may not be able to travel to all matches. If necessary, the officers will decide by majority vote which club members will travel to events. Some events may require members to compete for a position. Members may be suspended based on violations of the "Rules of Behavior." This suspension may be imposed by the Head Coach, Assistant Coach, or any principal officer of the club. This suspension may be imposed without majority vote by the board.
- C. By default, if a member is no longer in good standing they will not be eligible to wrestle at sanctioned events. The board reserves the right to vote a member off the team who is no longer in good standing.

Section 2 - Good standing

As a member in good standing, one must have a written application on file with the secretary of the organization. The application must be dated for the current calendar season and signed by both the member and his/her parents or legal guardian.

1. To be an active member in good standing, dues must be paid in full prior to the first competition of the season. Dues will be voted upon by the club, and the treasurer will collect and account for the dues collected. Flexibility may be granted as agreed upon by the President, Vice President and Treasurer based on extenuating circumstances.

2. To be an active member in good standing, one must follow the attendance guidelines of the club. The club will publish these guidelines at the first meeting of the season.
3. To be a member in good standing, one must follow the "Rules of Behavior." The "Rules of Behavior" will be presented to the member and his/her parents upon registration. These rules must be signed by the member and his/her legal guardian.

Article IV. Governance Section 1 - Officers

A. Titles and duties of each officer

1. There shall be a President who will preside at all meetings, appoint necessary committees and committee chairs, call special meetings of the organization as a whole or the Board of Directors and act as a liaison between the officers, the members parents/guardians and other organizations. The President will serve as the overall spokesperson for the organization and present at league meetings, meetings with other organizations and various public activities.
2. There shall be a Vice President who will be responsible for recruitment activities and public relations and will prepare the club rules to be approved by the officers each year. She/he also will assist the President and preside at all meetings in the absence of or at the call of the President. The Vice President will represent the team at any event the President must be absent from.
3. There shall be a Secretary who will keep an accurate record of all current members, call roll at meetings, be responsible for all entry fees and forms, and compose all written documents and newsletters to keep members informed about club events or meetings. The secretary will be responsible for notifying each board member of board meetings and notifying each member (or legal guardian of) of club meetings. The secretary shall maintain an accurate depiction of each meeting and maintain these records for a minimum of seven years.
4. There shall be a Treasurer who will collect dues, serve as financial liaison to the Martinsburg Mat Club, inventory and order equipment/supplies, keep an itemized account of all receipts and disbursements, prepare all financial statements and budget, organize any fundraisers, and present a financial report to the organization at each meeting.
5. There shall be a Registrar who will keep records. The registrar will record and maintain the win/loss record of each member, calculate organization points and member standings, maintain member performance records. Prepare these records, when needed, to present for any competition. The Registrar shall maintain attendance records for practices and competitions of each member and bring to the attention of the board when a member falls below acceptable attendance levels.
6. There shall be one Head Coach who will serve as the overall athletic director. The head coach will organize wrestling demonstrations, lessons, and practices and organize competitions within any league the organization becomes a member of. Organize lessons and practices for the club members, register competitions within leagues and tournaments, and represent the organization along with or in lieu of the president during seeding meetings. The Head Coach may appoint as he/she deems necessary an Assistant Head Coach who will assume the duties of the Head Coach when the Head Coach is unable to be present at functions.
7. There shall be a Board of Directors. The Board of Directors (henceforth referred to as "the board") will consist of six members. Five members will be elected by the members of the organization. The President from the preceding year will serve as a board member for

a term of one year following his/her term as president. The board will serve the organization as members of the governing body. The members of the board will have voting rights, along with the officers, on any voting Matters. Board members shall be involved in any event which has an impact on the organization. Board members will serve as chairs of committees, attend and organize sanctioned club activities. They will perform duties as necessary so as the club may function as intended.

B. Officer Elections

| | |
|----------------------------------|----------------|
| Jeanne Cunningham | President |
| Jeff Bosley | Vice-President |
| Tami James | Treasurer |
| Marion Robinson | Secretary |
| Rick Zittle | Registrar |
| Tom Cunningham | Head Coach |
| Mark Miller (outgoing President) | Board Member |
| Dave Choiniere | Board Member |
| Lauren Gletner | Board Member |
| Jeff Allen | Board Member |
| Amber Jenkins | Board Member |

1. Officers will be elected through a majority vote of club members in March of each year at the annual meeting and banquet. The date of elections will be announced no less than two weeks in advance. Nominations will be open upon announcement of the annual meeting and banquet. Voting will commence at this meeting by private ballot. Officers will be elected by a majority of votes of the club members. The counting and handling of the ballots shall be the responsibility of the Vice President and Advisor. The advisor will be appointed at random just prior to counting of the votes. The Advisor will consist of two (2) members (guardians) chosen at random.

2. For voting purposes, the members will be represented by their parent, legal guardian or representative thereof. Each member shall cast a single vote. In the event multiple members reside in a single household, the votes will be limited to a single vote per household.

3. Eligibility. To be eligible to serve as an officer or board member, one must be the parent or legal guardian of an active member in good standing. Officers and board members must serve during the same calendar year as their child serves as a member in good standing.

a. Exceptions. In the event one serves as president during the year immediately prior to their child entering high school, the President may serve as board member for the year immediately preceding their tenure as President.

C. Officers' Terms of Office

The term of office shall be one year, beginning April 1.

D. Vacancies in Officer Positions

1. Upon vacancy of the office of the President, the Vice President shall fulfill duties as stated in Article IV Section 1.

2. Upon vacancies of any other office, a new officer will be elected by the board within one

week following the vacancy during a regular or special meeting by the board.

Section 2 - Removal of Members and Officers

A. Removal of Members or Officers

The following are reasons for initiating removal proceedings:

1. Failure to fulfill the responsibilities of his/her office as defined in these by-laws, (for officers)
2. Failure to maintain good academic standing as defined by the club.
3. Attendance meets or exceeds a fifty percent absentee rate of practices and or club sanctioned events while neglecting to contact the head coach, officer or board member in advance.
4. Engaging in behavior that is flagrantly disrespectful and/or embarrasses the club.
5. Violations of regulations specified in the "Rules of Behavior."
6. Failure to pay club dues on time or develop a payment plan with the treasurer prior to due dates.
7. Missing three events without notifying the Head Coach, Board member, or officer in advance.

B. Procedure for Removing Members or Officers

Any member in good standing with the club may bring charges against another member or officer by presenting this/her concerns to the President of the club. The accused member or officer must be notified in writing by the President of the reason for the proposed removal in advance of the meeting to consider removal. The accused member will be given the opportunity to present his/her case at the meeting and prior to any vote on his/her membership. To revoke membership, two-thirds of the Board of Directors must be in attendance, and a majority vote for removal is necessary for official expulsion.

If the accused member is the President, the next highest ranking officer will control the proceedings.

Article V. Meetings

Section 1 - Regular Meetings

The members will meet monthly during the wrestling season, as presented in the annual rules. If any change in the regular meeting time is needed, members will be notified by the club secretary three days prior to the scheduled meeting.

Section 2 - Special Meetings

Club members will be notified at least three days before any special meetings. Any additional meetings to address problems, dismissal or concerns regarding the club will be scheduled by the President.

Section 3 - Attendance

Meeting attendance is mandatory for all club members (as described in the "Rules of Behavior"). Attendance and participation in fundraisers are not mandatory but is highly

encouraged. Attendance and participation at recruiting, social and education events are strongly encouraged, but failure to attend will not receive negative advice.

Section 4 - Board of Directors Meetings

The club Board of Directors will meet prior to the regular or special meetings of the club to plan the club meetings. The President (or V.P. if President is unavailable) and at least three other officers must be present.

Section 5 - Quorum

To conduct any club business, 50% plus 1 of the members in good standing must be present at the meeting.

Section 6 - Voting

Unless otherwise stated in the club by-laws, a vote carries when fifty-percent (50%) plus one of the member's present votes in favor of the question called for a vote.

Article VI. Committees

Section 1 - Ad hoc committees

The President may appoint members to serve on committees to assist with special events such as campus programs or special club projects. Committees may be formed at any time as deemed necessary by the board. A board member will chair each committee; however any member parent/guardian may serve on a committee.

Section 2 - Social Committee

The Vice President will appoint club members to organize at least one social activity each year.

Article VII. Finances

Section 1 - Club Dues

Dues will vary based on funding and club needs. At the first meeting of the season, the Board of Directors will meet and vote on the proposed amount of dues.

Section 2 - Martinsburg Mat Club Dues

To participate in competitions and practices on and off campus, members must pay their dues to the Martinsburg Mat Club.

Section 3 - Fundraisers

All members are expected to participate in club-sponsored fundraisers.

Section 4 - Martinsburg Mat Club Budgets

A. The board will meet annually to discuss funding needs and develop a budget for the following year.

1. Expenditures. Expenditures will be defined as Major and Minor.

Major expenditure: Exceeds \$2500.00. A major expenditure will be placed on the annual budget and an appropriations plan will be developed. A major expenditure will require a two thirds vote of the board.

Minor: Exceeds \$200.00 but not more than \$2500.00. A minor expenditure may be incurred at any time during the year. Minor expenditures will require approval of the board by majority vote. Expenditures equal to or less than \$200.00 may be incurred at any time during the year and will be approved by the President or Treasurer based on funds available.

Article VIII. Amendments

Proposed amendments to these bylaws shall be presented at a regular meeting at least one week before the club votes on amendments. These bylaws may be amended by a 2/3-majority vote with a simple majority of the club members constituting a quorum.

Article IX. Parliamentary Authority

Robert's Rules of Order shall be the parliamentary authority of this organization.