

BY-LAWS
OF THE
USA/IOWA WRESTLING FEDERATION

INCORPORATED IN THE STATE OF IOWA

FEBRUARY 4, 1974

Revised September, 1995
Revised (11/2/03) but not approved

AFFILIATED WITH THE
UNITED STATES OF AMERICA WRESTLING ASSOCIATION
AMENDED SEPTEMBER 1,1995

PREAMBLE

The objectives of the USA/IOWA Wrestling Federation are to promote wrestling at all levels throughout the State of Iowa 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 USA/IOWA Wrestling Federation 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 the sport as they advance through their lives.

The control and direction of the USA/IOWA Wrestling Federation shall be placed in the hands of those people who are now working with Iowa's wrestlers, and the goals of the Federation shall include the development of responsible wrestling administrators from the ranks of the Iowa 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 Iowa 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 Iowa toward program development and achievement, to increase the positive attitudes of educators, wrestlers, and the general public toward the art and science of wrestling, to assist with those activities which can best be developed on 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 wrestling, and finally to establish patterns of organization and objectives with the State of Iowa, providing continuity of effort as wrestlers and coaches step forward from the elementary level to the most advanced and successful endeavors for which they may strive.

Article I -Affiliation

The USA/IOWA Wrestling Federation shall operate under the guidance, auspices and in accordance with the By-Laws of the United States of America Wrestling Association, and shall conduct its business and activities in such a manner that it may be considered a charter member of that body, including benefits thereby entitled to and responsibilities liable for.

Article II -Office

The principal office of the USA/IOWA Wrestling Federation shall be located in the city of residence of the current Secretary or Treasurer and both addresses shall be attached to this Charter as a supplement.

Article III -Members

1. Regular Meeting

A. Annual Meeting

The annual meeting of the members shall be held in the month of August in each year, or at the call of the State Chairman, for the purpose of electing officers and for the transaction of such other business as may come before the meeting.

B. Spring Meeting

The spring meeting of the members shall be held in May in each year, or at the call of the State Chairman, for the purpose of the transaction of such business as may come before the meeting.

2. Special Meetings

Special Meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the State Chairman, by the Board of Directors or by the State Chairman at the request of not less than 100 members.

3. Place of Meetings

The State Chairman shall designate the place of any regular or special meeting. In the absence of the State Chairman, the Secretary shall designate such place of meeting. A waiver of notice signed by a majority of the members may designate a place of meeting for any regular or special meeting.

4. Notice of Meetings

Written notice stating the place, day and hour of regular or special meeting, 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 Chairman or Secretary to each member of record.

5. Voting Memberships

The members of the USA/IOWA Wrestling Federation who shall possess voting rights shall include all elected Board of Directors members, all U.S.A.W.A. or USA/IOWA W .F. registered Mat Officials, Pairings Officials, Coaches and General members.

Each and every duly authorized U.S.A.W.A. Chartered Wrestling Club in Iowa may also nominate one registered club member as the club's voting representative to any and all USA/Iowa Wrestling Federation general membership meetings. No individual may hold or exercise a right to more than one vote. All voting members must be residents of the State of Iowa, and members in good standing for 31 days. Each chartered club shall designate its voting representative at the beginning of each meeting.

6. Quorum of General Membership

At any meeting of the members, a Quorum for the transaction of business shall consist of a minimum of ten (10) registered voting members.

7. Proxies

Voting by proxy shall not be allowed.

8. Order of Business

The order of business at all meetings of the members shall be as follows:

1. Roll call, designation of club representatives.
2. Proof of notice of meeting or waiver of notice.
3. Reading of minutes of preceding meeting.
4. Reports of officers.
5. Reports of committees.
6. Election of Directors (as required).
7. Unfinished business.
8. New business.
9. Adjournment.

Article IV -Board of Directors

1. General Powers

The business and affairs of the USA/IOWA Wrestling Federation shall be managed by its Board of Directors and Executive Council. 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 USA/IOWA Wrestling Federation, as they deem proper to carry out the objectives of the USA/IOWA Wrestling Federation, not inconsistent with this charter and the laws of the State of Iowa. The Executive Council shall function to coordinate the activities of the USA/IOWA Wrestling Federation as defined by this Charter and as directed by the Board of Directors and the members in general.

2. Executive Council

The Executive Council shall consist of the State Chairman, who shall be the ranking member of the Council, the Secretary, the Treasurer, Pairings Official Director, Mat Official Director, Open Director, Junior Director, Cadet Director, Kids Director, and Womens Director. The Executive Council shall meet at the call of the State Chairman or any two Council members, at such times and places as deemed necessary to conduct the business necessary to ensure the continued coordination and proper conduct of the USA/IOWA Wrestling Federation within the scope and intent of this Charter. Notice of meetings of the Council shall be made by the State Chairman or designee, or by the Council members calling the meeting. A quorum for a meeting of the Council shall consist of not less than six members of the Council.

3. Structure of the Board of Directors

The Board of Directors shall consist of the Executive Council and the following:

Public Relations Coordinator

Membership Director

Ad and Fundraiser Director

Coach's Director

Past State Chairman

Freestyle & Greco-Roman Head Coaches

District Representatives (northeast, northwest, southeast, southwest)

4. Responsibilities of the Board of Directors

A. State Chairman

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, act as liaison to the Iowa High School Athletic Association, coordinate and plan cultural exchange trips with the Kids, Cadets, Juniors and Open Directors, and chair the Board of Directors.

B. Secretary

The secretary shall provide leadership and coordination of administrative services, which include: meeting minutes, charter, policies and procedures, permanent records, mailing list.

There are usually three board meetings and two general meetings annually. According to the charter, general meetings are held in September and May. Ten to fourteen days before a meeting a “Call to Meeting” announcement is to be delivered by “written notice” (postcard, e-mail, or newsletter). The “announcement” should include: what, when, where, and any other pertinent information needed for that particular meeting. The “Call to Meeting” is sent to all board members and club directors.

All IWF files are kept in one file container.

Obtain all addresses of those who attend both board and general meetings – especially those who are not on the board.

Audio tape each meeting. Request that all motions be in writing from the person who makes the motion.

Sometimes the tapes are not enough.

Work up and send minutes in a timely manner. Send only general minutes to editor of IWF News for publication.

Send all minutes to all board members whether they attend or not and to others who attend.

Send general minutes to those people who attend the general meetings.

C. Treasurer

Provide leadership and coordination of administrative services which include: managing finances (preparing budget / scheduling coordination, managing budget), managing membership, mailing list. This person shall be bonded for \$200,000, paid for by USA/IOWA Wrestling.

D. Junior Director

Coordinate and provide leadership for the USA/IOWA Junior Wrestling program, schedule and sanction Junior tournaments, clinics and other events, assist with regional and national programs, and act as liaison to the U.S.A.W.A. National Junior programs in conjunction with the State Chairman.

E. Public Relations Coordinator

Provide coordination of media coverage of all aspects of USA/IOWA Wrestling, including news releases, records of events and advertising. Coordinate submitted information from all board members to be published in The IWF News, and publish at the direction of the State Chairman and/or board.

F. Mat Officials Director

Provide leadership and direction for all Mat Officials within the state, maintain a current listing of all state Mat Officials and coordinate assignments to all major state-wide tournaments. Ensure the competency of Mat Officials through clinics, tests and observation of performance. Serve as senior mat official at all state championship tournaments.

G. Pairings Director

Provide leadership and direction for all Pairings Officials with the state, maintain a current listing of all state Pairings Officials and coordinate assignments to all major state-wide tournaments. Ensure the competency of Pairings Officials through clinics, tests and observation of performance. Serve as senior Pairings official at all state championship tournaments.

H. Kids Age-Group Director

Coordinate and provide leadership for the USA/IOWA Kids wrestling programs, schedule Kids tournaments, clinics and other events, assist with Regional and National programs, and act as liaison to the U.S.A.W.A. Kids program(s).

I. Cadet Age-Group Director

Coordinate and provide leadership for the USA/IOWA Cadet Wrestling program, schedule Cadet tournaments, clinics and other events, assist with regional and national programs, and act as liaison to the U.S.A.W.A. National Cadet programs in conjunction with the State Chairman.

J. Womens Director

Coordinate and provide leadership for the USA/IOWA Womens wrestling programs, schedule girls/womens tournaments, clinics and other events, assist with Regional and National programs, and act as liaison to the U.S.A.W.A. Womens program(s) in conjunction with the State Chairman.

K. Regional Directors - NE, NW, SE, SW

Work with State Chairman and age group directors assisting with finding tournament and/or training sites in their respective region.

The Regional Directors will work to improve USA Wrestling membership and provide leadership, address needs and bring problems from their respective regions to the attention of the board.

L. Membership Director

Rewrite informational club packet letter to fit the fiscal year

Receive USA Cards and Club Packets from USAW

Enter USA Card sequences into computer program

Insert informational IWF letter into club packets

Run off club labels to send club packets to clubs

Starting in September people will start ordering athlete and coach cards

Develop your way of organization for

Card holder information

Recording what card numbers go to

Individuals

Clubs

Tournaments

Figuring and recording correct payments received

Collect additional payments and / or arrange for reimbursements

The treasurer receives a copy of EVERYTHING sold and receives the money collected (periodically).

IT IS YOUR RESPONSIBILITY TO KNOW WHERE EVERY CARD IS AT ALL TIMES

Club directors will order groups of cards for getting their club kids and coaches signed up

Send group cards ONLY to club and tournament directors

Some clubs register for fall, some clubs register for spring

When sending cards to clubs and tournaments, send an invoice, which is supposed to be returned when their signups are finished. You should have a matching invoice, which tells you what card numbers they have.

THE REST OF THE FISCAL YEAR:

When you receive an order for cards, or when club or tournament rosters are sent to you, IT IS YOUR RESPONSIBILITY to enter ALL into the USA computer program.

PERIODICALLY, you “do” an export.

Send the export to USAW by disk or email in care of Shonna Vest. Clean it up and send by email only names and addresses to editor of the IWF News.

Send a hard copy of the “Export Cost Report for IA” to the treasurer.

M. Coaches Director

Advise the Cadet and Jr. Directors on who to hire (pick) for the respective national tournaments.

Conduct Coaches clinics

Advise the coaches at the national camps on what techniques, and types of practices to run.

To organize high level clinicians to show technique at tournaments or clubs.

N. Ad and Fundraiser Director

Establish programs for raising funds to help in the support of the Iowa Wrestling Federation in accomplishing their mission statement

O. University/Open Director

Coordinate and provide leadership for the USA/IOWA University/Open Wrestling program, schedule tournaments, clinics and other events, assist with regional and national programs, and act as liaison to the U.S.A.W.A. National University/Open programs in conjunction with the State Chairman.

The following positions are Board Members with non-voting status:

P. Past State Chairman Board Position

To be filled by the retiring State Chairman. Job Description is to help assure a smooth transition for the incoming State Chairman. The term to be 4 years or until the next scheduled general election, whichever comes first

Q. Head Freestyle Coach

Provide coaching and leadership to Iowa's regional and national teams in freestyle wrestling, and to support and enforce the purpose and discipline of the By-Laws of the USA/IOWA Wrestling Federation.

R. Head Greco-Roman Coach

Provide coaching and leadership to Iowa's regional and national teams in Greco-Roman wrestling, and to support and enforce the purpose and discipline of the By-Laws of the USA/IOWA Wrestling Federation.

5. Meetings of the Board of Directors

A. Authority to Call Meetings

of the Board of Directors may be called by or at the request of the State Chairman or by any three members of the Executive Council. The person or persons thus duly authorized to call a meeting may fix the place and time of any meeting called by them.

B. Notice

of any meeting of the Board of Directors shall be given at least five days, prior to the meeting.

C. Quorum

At any meeting of the Board, a minimum of five directors/board members shall constitute a quorum for the transaction of business. The five directors shall be composed of a minimum of two members of the Executive Council and three directors.

D. Manner of Acting

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

6. Establishment of the Board of Directors

A. Election of the Board of Directors

The election of the Board of Directors shall be from the voting membership, with the exception of the Head Freestyle and Head Greco-Roman coaches and past State Chairman, and a majority vote shall constitute election. The coaches shall be elected by a majority vote of the Board of Directors. Election of members of the Board shall occur at the annual regular meeting of the members.

B. Terms of Office

The terms of office of the members of the Board of Directors shall be for four years, with the exception of the Head Freestyle and Greco-Roman coaches, who shall serve for a term of one year.

C. Interim Vacancies

An interim vacancy on the Board of Directors shall be filled by a majority vote of the directors then in office. If the vacancy exists at the position of the State Chairman, a majority vote of the directors of the entire Board then in office and present, although less than a quorum may exist, shall serve to fill the vacancy. A director so elected shall hold the 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.

7. Committees

The Board of Directors, by resolution, may designate from its members, committees as the Board deems necessary to carry out the functions of the USA/IOWA Wrestling Federation, and such committees shall serve at the pleasure of the Board under the general guidance of the State Chairman.

Article V -Financial Affairs

1. Contracts

The Board of Directors may authorize any Executive Council member, 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 USA/IOWA Wrestling Federation, and such authority may be general in nature or confined to specific instances or matters.

2. Loans

No loan shall be contracted on behalf of the USA/IOWA Wrestling Federation 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 instances 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 USA/IOWA Wrestling Federation shall be signed by such member of the Executive Council 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 USA/IOWA Wrestling Federation not otherwise employed shall be deposited from time to time to the credit of the Federation in such banks, trust companies or other depositories as the Board of Directors may select.

5. Fiscal Year

The fiscal year of the USA/IOWA Wrestling Federation 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 Federation to exceed \$250,000. Any funds exceeding \$250,000 shall be dispersed to other nonprofit organizations deemed by the USA/IOWA Wrestling Federation as to need, and may not set forth a written proposal of that need, or may be nominated at the Annual Meeting of the Federation as recipient or recipients to such excess funds, as determined by voting the organizations and amounts.

Article VI -Sanctions

All events conducted under the auspices and control of the USA/IOWA Wrestling Federation shall be sanctioned by the USA/IOWA Wrestling Federation and, where applicable, the United States of America Wrestling Association, and must meet the following requirements:

1. All participants shall be registered members of the United States of America Wrestling Association.
2. A United States of America Wrestling Association sanction form must be completed and sent, along with the correct sanction fee, to the appropriate Director, such that it may be approved and forwarded to the National Office a minimum of 30 days prior to the event.
3. The U.S.A.W.A. sanction form shall be signed by the appropriate Director or the State Chairman when the Director is not available.
4. Each of the Directors shall establish a schedule of minimum requirements that must be met by the organization requesting the sanction, and such schedule shall be maintained by the Treasurer, and a copy of such requirements shall be included with each sanction form.

Article VII -Eligibility

All Competitive members of the USA/IOWA Wrestling Federation shall be current members of the United States of America Wrestling Association and shall conform to the rules of the current edition of the U.S.A.W.A. International Wrestling Rules

Article VIII -Code of Conduct

1. Application of the Rules

The rules of conduct shall apply to all competitive members, general members, officials, coaches, chartered clubs and individuals associated with the USA/IOWA Wrestling Federation. It is the expectation of the USA/IOWA Wrestling Federation 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 Charter of the USA/IOWA Wrestling Federation 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, USA/IOWA Wrestling Federation official or U.S.A. 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 smoking will be allowed by any competitive member in or on the premises of any and all facilities where USA/IOWA Wrestling Federation or U.S.A.W.A. 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 USA/IOWA Wrestling Federation, the U.S.A. Wrestling Association, or the activities 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.

3. Rules for Trips

All competitive members not yet of legal age who partake in an)' trip sponsored or sanctioned by the USA/IOWA Wrestling Federation shall be required to supply a document, initially prepared by the appropriate Division 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.

4. Disciplinary Actions

A. Reporting Infractions

Any infraction of the Rules of Conduct shall be reported to the appropriate Head Coach, or any Executive Council member if any uncertainty exists pertaining to proper reporting channels. 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 USA/IOWA Wrestling Federation Board member. 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 Age Group Director.

B. Major Infractions

In the case of any major or serious infractions of the Rules of Conduct, the Head Coach, or the director of the event shall first comply with the roles for disqualification as defined in the U.S.A.W.A. International Wrestling Rules, if applicable, or secondly shall eliminate the offender or offenders from the event and notify the appropriate Age Group Director at the earliest opportunity.

C. Review and Discipline

The Executive Board of Directors 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 USA/IOWA Wrestling Federation.

D. Appeals

Any person or organization may appeal the decision of the Age Group Director to the Executive Council of the USA/IOWA Wrestling Federation for review. Any such appeal must be made in writing to the State Chairman, and shall be placed on the agenda of the next Executive Council meeting. The applicant may request, but shall not be guaranteed, a special meeting of the Executive Council to review the appeal, and shall be liable for all expenses incurred by the USA/IOWA Wrestling Federation and the members of the Executive Council to convene such special meeting. A deposit of \$250.00 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 appropriate Age Group Director or the State Chairman 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.

Article IX -Amendments

This Charter may be altered, amended or repealed and a new Charter may be adopted by a vote of the Board of Directors of the USA/IOWA Wrestling Federation at any Board meeting, or any special meeting, when the proposed amendment has been set forth in the proper notice of any such meeting. .

Article X -Ratification

We the undersigned have read and duly ratified this Amended Charter of the USA/IOWA Wrestling Federation on this 16th day of September 1995.

Mick Pickford, Fort Madison, Iowa, Board Member
Denna Massey, Council Bluffs, Iowa, Board Member
Tom Bartels, Adel, Iowa, Board Member
Al Billings, Belle Plaine, Iowa, Board Member
Mike Pollock, Fort Dodge, Iowa, Board Member
Mike Rial, Fort Dodge, Iowa, Board Member
Linda Wachal, Dunkerton, Iowa, Board Member
Dave Williams, Charles City, Iowa, Board Member and Coach
Jim McCord, Alden, Iowa, Board Member
Elizabeth Billings, Belle Plaine, Iowa, Board Member

Ron Gray, Des Moines, Iowa, Coach
Keith Massey, Council Bluffs, Iowa, Coach
Greg Steffens, Winterset, Iowa, Coach

ADDENDUM TO THE BY-LAWS OF THE USA/IOWA WRESTLING FEDERATION THE BOARD OF DIRECTORS REVISED SEPTEMBER 1,1995

STATE CHAIRMAN: Mick Pickford 2934 Avenue K, Fort Madison, Iowa 52627

SECRETARY: Denna Massey 19273 Cobalt Lane, Council Bluffs, Iowa 51503

TREASURER: Tom Bartels 1505 South 15th, Adel, Iowa 50003

PUBLIC RELATIONS DIRECTOR: Linda Wachal 311 Big Jim Court, Dunkerton, Iowa 50626

MAT OFFICIALS DIRECTOR: .Jim McCord P.O. Box 25, Alden, Iowa 50006

PAIRINGS DIRECTOR: Elizabeth Billings 1534 Sunset Drive, Belle Plaine, Iowa 52208

JUNIOR DIRECTOR: Al Billings 1534 Sunset Drive, Belle Plaine, Iowa 52208

CADET DIRECTOR: Mike Rial 2202 Elmhurst Avenue, Fort Dodge, Iowa 50501

KIDS DIRECTOR: Mike Pollock 1617- 9th Avenue, Fort Dodge, Iowa 50501

HEAD CADET FREESTYLE COACH: Greg Steffens 515 W. Filmore, Winterset 50273

HEAD CADET GRECO-ROMAN COACH: Keith Massey 331 Skyline Drive, Council Bluffs, Iowa 51503